

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: ADMINISTRATIVE SECRETARY

BASIC FUNCTION:

Under direction, performs a variety of complex secretarial and administrative assistance duties for a senior-level administrator; plans, organizes, and coordinates office activities and communications.

DISTINGUISHING CHARACTERISTICS:

The **Administrative Secretary** performs complex secretarial and administrative assistance duties; often serving as a coordinator for a department's office activities. The **Staff Secretary** performs difficult secretarial/clerical support for an administrator or department.

ESSENTIAL DUTIES:

Organize and manage the day-to-day activities of an assigned administrator's office to ensure efficient and effective office operations; coordinate communications; relieve the administrator of administrative detail.

Performs a variety of duties independently in support of functions delegated to the assigned administrator; interprets and applies rules and regulations as appropriate.

Receives and transcribes dictation of letters and memoranda, including materials of a confidential nature; prepares correspondence independently and from oral instructions.

Types a wide variety of materials such as correspondence, reports, surveys, forms, charts, budget sheets, and memoranda.

Coordinates activities among the administrator and staff, and other district personnel and departments, school personnel, and the general public; obtains and provides information; resolves problems.

Initiates and answers telephone calls and e-mail; screens and directs calls and visitors to appropriate personnel; schedules and confirms appointments.

Responds to requests for information from schools, other departments and staff, and the general public, regarding District programs, policies, procedures, and regulations.

Compiles difficult and complex statistical and narrative reports from a variety of sources; prepares, duplicates, and collates materials.

Researches, compiles, organizes, and analyzes a variety of information; verifies data for accuracy, completeness, and compliance with established procedures; inputs and retrieves computerized data on an as needed basis.

Makes routine administrative decisions based upon existing administrative guidelines, District policy, Education Code or general instructions.

Schedules meetings and appointments for the assigned administrator; prepares agenda items for meetings; maintains records, and prepares minutes for distribution to appropriate personnel.

Receives, sorts, and routes incoming mail.

Prepares requisitions, receives and stores office supplies and materials.

Takes and transcribes minutes of meetings as required or assigned.

Operates a variety of office equipment, including a personal computer (pc), fax machine, personal desk assistant, typewriter, calculator, copy machines, and dictation equipment.

OTHER REPRESENTATIVE DUTIES:

May access and input information via District's computerized records and data management system.

Performs a variety of duties in support of an assigned function, such as maintaining complex departmental records, organizing various filing systems, and developing and revising forms.

May provide work direction and guidance to assigned clerical and secretarial support staff.

May participate in the selection of new clerical personnel and provides input into the performance evaluations for subordinate clerical personnel.

Maintains current budget information and monitors budget expenditures as assigned; assists in budget preparations, and maintains financial records.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

- Supervision:
- (1) Reports to and receives direction from a senior-level District administrator.
 - (2) Provides direction and work guidance to assigned subordinate clerical personnel.

Internal Contacts: Ongoing contacts with administrators and other District personnel, school principals, teachers and other school personnel.

External Contacts: Ongoing contact with other district offices, personnel of the County and State Departments of Education, as well as federal, state and local agencies, college and university officials, city offices, claim departments and insurance representatives, applicants and candidates for employment, vendors and professional experts. May have contact with parents, PTA representatives, and representatives of outside clubs and organizations.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Functions and organization of an administrator's office.

Administrative assistance skills.

District and department organization, operation, policies and objectives.

Modern office practices, procedures, and equipment.

Statistical and financial record-keeping techniques.

Standard American English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

Interpersonal skills; using tact, patience, and courtesy.

Operate a variety of software programs.

Telephone techniques and etiquette.

Public relations techniques.

Operation of a computer workstation and other office machines.

ABILITY TO:

Perform responsible and technical secretarial and administrative assistance duties.

Plan, organize, and coordinate office activities to relieve the supervisor or administrator of administrative/clerical details.

Prepare comprehensive narrative and statistical reports and special projects.

Learn District organization, policies, and procedures as well as those of the department to which assigned.

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- Learn applicable sections of the State Education Code and other applicable laws.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Make arithmetic calculations quickly and accurately.
- Work cooperatively with others.
- Keyboard at sixty (60) words net per minute from clear copy.
- Perform work independently with minimal supervision.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules, time lines and changing priorities.
- Prepare reports by gathering and organizing data from a variety of sources.
- Maintain confidentiality and utilize discretion in all communications.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Plan, organize and prioritize own work despite many interruptions.
- Operate a variety of office equipment such as a typewriter, personal computer, fax machine, personal desk assistant, calculator, copier, and dictation equipment.
- Make arrangements for meetings, workshops, and conferences.
- Maintain a variety of files, records, and statistics.
- Take and transcribe dictation using speed writing, shorthand or transcription equipment to produce a variety of printed informational material and data.
- Train and provide work direction to other clerical personnel.
- Take and transcribe minutes of meetings as required or assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: (1) graduation from high school; including or supplemented by course work in secretarial science; and (2) four years of responsible secretarial experience; including one year as secretary to a high level administrator or manager; (3) skill in use of shorthand or speed writing required.

LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California Driver's License.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hand to finger, handle or feel. The employee frequently is required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to stand, walk, and climb or balance, stoop, kneel, or crouch. The employee must occasionally lift and/or move objects up to 40 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

PREPARED BY:	<u>Classified Personnel Department</u>	DATE: 2/89
APPROVED BY:	<u>Board of Trustees</u>	DATE: 5/11/89
APPROVED BY:	<u>Personnel Commission</u>	DATE: 5/11/89
REVISED BY:	<u>Personnel Commission</u>	DATE: 1/25/05