

**FULLERTON SCHOOL DISTRICT
CLASSIFIED PERSONNEL COMMISSION**

ADMINISTRATIVE SECRETARY

JOB SUMMARY

Under general direction, performs a wide variety of highly technical, secretarial and administrative support duties which include planning, organizing, coordinating, leading and participating in the secretarial and administrative duties of his/her respective administrative official's division.

DISTINGUISHING CHARACTERISTICS

This classification differs from other clerical/secretarial classifications in that the incumbent is required to assist an administrative official in planning and coordinating the operating procedures, communications and administrative support functions of his/her respective division. This classification differs from the Senior Secretary and Secretary classifications in that duties and responsibilities are more varied, technical and sensitive in nature and require expert knowledge of District policies and procedures. The Executive Assistant to the Superintendent classification, on the other hand, differs from this classification in that duties and responsibilities of the Executive Assistant to the Superintendent encompass a District-wide scope for the Superintendent's Office, rather than a division scope.

SUPERVISION RECEIVED AND EXERCISED

The job incumbent in this classification reports directly to their respective administrative official (i.e., Assistant Superintendent of Personnel Services, Assistant Superintendent of Business Services, Assistant Superintendent of Educational Services, or Director of Classified Personnel Services). The job incumbent in this classification does not directly supervise other personnel.

EXAMPLES OF DUTIES – Duties may include, but are not limited to the following:

- Plans, organizes, coordinates and performs secretarial and administrative work to relieve the administrative official of administrative duties;
- Prepares minutes and summaries of actions taken during meetings and independently prepares correspondence for approval;
- Prepares complex and technical written materials and reports by finding, researching, gathering, assembling, reviewing, extracting, summarizing, analyzing and interpreting information and/or qualitative and quantitative data;
- Recommends, develops and implements procedures to expedite transmittal of information and/or facilitate the implementation of procedures, policies and programs;
- Performs public relations and communication services by handling a variety of confidential, sensitive, difficult and/or complex public relations matters; responding to inquiries; greeting and screening visitors; explaining procedures, policies and programs; providing and relaying information from others to the appropriate administrative official, etc.;
- Schedules and coordinates communications between the administrative official and District employees, managers, students, parents and the public;
- Plans and coordinates the work of other personnel in handling division and/or District-wide projects, events and/or assignments;
- Participates in the preparation of the department or program budget by compiling and providing input, monitoring expenditures, maintaining records, reconciling account balances and recommending transfers as needed;
- Ensures the confidentiality of complex and/or sensitive information, records, contracts, logs, files and related documents;

- Receives, handles and responds to inquiries and/or complaints, both orally and in writing, for the division;
- Plans, arranges, schedules and/or attends committee and other meetings, conferences and appointments;
- Coordinates, compiles and maintains information for master schedule or for calendar of events;
- Establishes, organizes and maintains both digital and paper control files and records of matters in progress, and expedites their completion;
- Utilizes a variety of computer software programs such as word processing, statistical spreadsheets and databases to prepare reports, monitor budgets, etc.;
- Reviews work for accuracy and completeness;
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS:

Education: Graduation from high school or GED is required. Formal college coursework or verifiable training in a field related to the knowledge and ability requirements of this classification from an institute of higher learning recognized by the Council for Higher Education Accreditation is preferred.

Experience: Four (4) years of full-time clerical office experience that involves planning and coordinating work activities, events and/or projects, and researching and collecting data and information for projects and/or reports, is required.

- Two (2) of the required four (4) years must have been in a secretarial capacity.
- Two (2) years (i.e., 60 semester or 90 quarter units) of college coursework, or higher, in a field related to the knowledge and ability requirements of this classification from an institute of higher learning recognized by the Council for Higher Education Accreditation may be substituted for up to one (1) year of the required clerical office experience.

Knowledge of:

- Modern office practices and procedures, including filing systems, and telephone techniques and etiquette.
- Principles, practices and techniques of business-letter and report writing.
- Applicable federal and state laws, regulations, policies and education code.
- District policies and procedures.
- Principles, techniques and practices of oral and written communication.
- Principles, techniques and practices for data collection, organization and analysis.
- Applicable computer software applications and programs including Microsoft Office Suite.
- Computerized database management and systems.
- Basic arithmetic and statistics.
- Formal English grammar, spelling, punctuation and word usage.
- Principles and practices of budgeting.
- Principles, regulations and rules of workplace safety.

Ability to:

- Accurately type written materials to meet timelines.
- Learn, understand, explain, analyze, implement, apply and follow applicable laws, regulations, policies, rules and standards.
- Compose, prepare, proofread and edit written materials, reports and correspondence.
- Effectively plan, prioritize, organize and coordinate work activities under pressure or stress while maintaining professional composure.
- Maintain confidentiality of sensitive information.
- Effectively communicate, both orally and in writing, with officials, employees and the public.

- Effectively transcribe notes for meetings, minutes and summaries.
- Work independently with minimal supervision.
- Provide excellent customer service.
- Effectively manage workload to meet timelines.
- Plan, establish and meet set timelines.
- Establish and maintain professional, working relationships with others.
- Think logically to resolve difficult situations.
- Exercise discretion.
- Accurately assess situations and information.
- Effectively, tactfully and diplomatically handle complaints, conflict and/or difficult situations as they arise.
- Keep appropriate stakeholders informed of relevant information.
- Effectively handle and respond to changes at work as well as to competing and conflicting demands, interruptions and distractions.
- Effectively work in a team environment.
- Research and maintain numerical records and other information to compile reports.
- Plan and coordinate assigned project activities and/or work activities of other employees.
- Train new employees.
- Operate a variety of office equipment and utilize various computer software applications and programs for database management and the preparation of correspondence and reports.
- Receive supervision and effectively handle constructive feedback.
- Drive personal vehicle to different locations depending on projects and assignments.
- Comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

Special Information:

- Possession of a valid Class C California Driver's License and the availability of private transportation, or the ability to obtain transportation between job sites is required.
- Some positions in this classification may be designated as confidential based on their assigned division (or department) in accordance with Government Code section 3540.1(c).

PHYSICAL STANDARDS:

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to perform successfully the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions of this position.

Work Environment: This position has direct contact with the public and other employees through telephone, electronic mail and in-person, and thus requires the ability to effectively manage a high volume of work in a fast-paced work environment despite constant interruptions. Negative interactions resulting from these contacts can create stressful situations that are a regular part of the work environment and the job responsibilities. These positions may be high volume positions and may work without direct supervision. The noise level in an office environment is usually moderately loud.

Physical Demands: Primary functions of the position require physical ability and mobility to work in an office setting as follows: to sit for extended periods of time; to occasionally stand, walk, stoop, kneel and twist; to reach and bend at, below and above shoulder level; to lift, move, push, and/or pull objects up to twenty (20) pounds without assistance; to operate office equipment requiring the use of hands, fingers, repetitive hand movements, and fine coordination to operate a keyboard and other office equipment; to see within normal visual range and hear within normal audio range with or

without correction; to effectively communicate, both orally and in writing, in order to receive, provide and exchange information with others; daily physical attendance at work is an essential requirement of this job class.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals in this job perform additional duties and additional duties may be assigned.

Administrative Secretary Personnel Action	Personnel Action Date
Adopted by the Personnel Commission:	02/01/85
Revised by the Personnel Commission:	06/03/85, 10/03/88, 03/06/89, 04/24/96, 06/13/02, 3/4/04, 09/07/16