

# East Side Union High School District

## **Job title: Administrative Secretary**

### **Description of basic functions and responsibilities**

To assist an Assistant Superintendent by planning, coordinating, and participating in the support activities related to the assigned responsibilities of district administration. Employees in this classification receive limited supervision within a broad framework of policies and procedures. Employees in this classification may supervise student assistants. This job class requires initiative and exercises independent judgment in the application and follow through of administrative decisions and policy making. This job class also requires extensive school, public, and organizational contact requiring the accurate interpretation of district policies, procedures, standards, and requirements.

**SUPERVISOR:** Assistant Superintendent

### **TYPICAL DUTIES**

Process administrative details not requiring the immediate attention of assigned administrator.

Performs varied and responsible secretarial duties to assist in the processing and completion of administrative operations for assigned administrator.

Acts as information source regarding the district's policies, procedures, and objectives; receiving and interviewing callers and giving out information where judgment, knowledge, and interpretations are utilized especially in the proper handling of confidential files or information.

Coordinates and/or attends various meetings; types agendas; summarizes actions taken for appropriate review; distributes final minutes.

Types a variety of complex material such as resolutions, manuals, statistical reports, final reports, etc., composes correspondence from limited instructions or from own knowledge of subject matter.

Takes and/or transcribes dictation from shorthand notes and/or tape machine as required.

Maintains control files on matters in progress and expedites their completion.

Prepares information needed in administrative decisions and in facilitating, implementation of district policies and programs.

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Coordinates, supervises, and monitors special projects, assignments, and activities as assigned.

Receives, reviews, and verifies documents, records, and forms for accuracy, completeness, and conformance to applicable rules, regulations, policies, and procedures.

Maintains expenditure records of departmental budget; assists with development of department budget; prepares budget transfer requests as necessary.

Interviews office visitors and telephone callers and either answers questions, resolves complaints, provides desired information as required, or refers to appropriate person.

Collects, compiles, and digests information pertaining to specified administrative or educational activities and operational functions as assigned.

Arranges appointments, schedules, and itineraries and maintains detailed calendar for assigned senior administrator and/or other district staff related to functions of assigned unit(s).

Compiles and organizes information for the preparation of special reports as assigned.

Originates and prepares statistical and technical material independent of specific instructions.

Receives complaints and may initiate action to resolve the problem.

Receives, sorts, and distributes incoming mail.

Coordinates and prioritizes work flow within operational unit and in conjunction with other units and agencies.

Performs special assignments and related duties as assigned.

### **Employment Standards**

Knowledge of proper office methods and practices, including filing systems, business correspondence, receptionist techniques, report writing, and telephone techniques.

Knowledge of proper English usage, grammar, spelling, vocabulary, and punctuation.

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Knowledge of basic school district functions, policies, rules, and regulations.

Knowledge of basic financial record keeping practices and requirements and budget preparation methods.

Ability to understand and carry out complex oral and written instructions independently.

Ability to learn, interpret, and successfully apply district policies, procedures, rules, and regulations.

Ability to type accurately at 60 words per minute

Ability to take and accurately transcribe dictation and texts of meetings by shorthand or other means at a rate necessary for successful job performance.

Ability to apply good judgment in recognizing the scope of authority as delegated.

Ability to analyze situations and make decisions on administrative/procedural matters without immediate supervision.

Ability to maintain the security and confidentiality of specified records, information, and files.

Ability to establish and maintain a variety of record keeping and data collection systems.

Ability to prioritize and coordinate work flow and timelines so as to meet established schedules.

Ability to communicate tactfully and effectively in both oral and written forms.

Ability to operate standard office equipment such as a typewriter, copier, adding machine, computer terminal, and printer.

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties.

### **May require:**

Ability to take dictation at a speed of 90 words per minute and transcribe it accurately.