

EAST SIDE UNION HIGH SCHOOL DISTRICT

Job Title: Administrative Secretary (bargaining unit)

Description of basic functions and responsibilities:

To assist an Assistant Superintendent/Chief Officer 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/ Chief Officer

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 materials 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

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 the 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 make appropriate referral for resolution of problem

Receives, sorts and distributes incoming mail

Coordinates and prioritizes workflow within operational unit and in conjunction with other units and agencies

Works with databases, such as District student or financial systems, analyzes and distributes data

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

Proper English usage, grammar, spelling, vocabulary and punctuation

Basic school district functions, policies, rules and regulations

Basic financial recordkeeping practices and requirements and budget preparation methods

Understand and carry out complex oral and written instructions independently

Learn, interpret and successfully apply District's policies, procedures, rules and regulations

Type accurately at 45 words per minute

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

Apply good judgment in recognizing the scope of authority as delegated

Analyze situations and make decisions on procedural matters without immediate supervision

Maintain the security and confidentiality of specified records, information and files

Establish and maintain a variety of recordkeeping and data collection systems

Prioritize and coordinate work flow and timelines so as to meet established schedules

Communicate tactfully and effectively in both oral and written forms

Operate standard office equipment, such as a typewriter, copier, calculator, computer and printer

Establish and maintain effective work relationships with those contacted in the performance of required duties

Work with databases, such as District student or financial systems, analyze and distribute data

Minimum qualifications

Must possess a high school diploma or equivalent

Three years of experience in a secretarial position

May require the ability to take dictation at a speed of 90 words per minute and transcribe