



Sequoia Union High School District

Job Description

JOB TITLE:	Secretary - District Resource/Administrative/Sr. Administrative
REPORTS TO:	Administrator
CLASSIFICATION:	Classified
SALARY SCHEDULE:	13.0 / 15.0 / 17.5
WORK - YEAR / HOURS:	11 to 12 months / 7.5 hours
LOCATION:	Various
BOARD APPROVAL:	11/5/97

DEFINITION

Under general supervision, to provide secretarial and clerical support to a District administrator, manager, and/or staff; to relieve the administrator of routine office details; to provide staff assistance on departmental or program issues; may provide direction to other clerical staff; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

Secretary is the first level in the secretarial series. Incumbents typically perform responsible secretarial and clerical work for a District administrator or manager. Incumbents may provide support to other staff and perform a wide variety of duties in support of the daily operations of their assigned program area. The work typically requires a detailed knowledge of the programs, policies and activities of the functional unit to which assigned. This class is distinguished from the Senior Office Assistant class, which may have some secretarial duties, but as a lesser part of the position's primary functions.

Administrative Secretary and **Senior Administrative Secretary** are the two advanced levels in the secretarial series. Incumbents exercise considerable independent judgment in the performance of difficult and responsible secretarial work for one or more District administrators and/or managers, and assist in performing administrative and nonroutine work, normally with responsible and sensitive public contact. Incumbents frequently represent their supervisor or work unit and may independently perform and/or coordinate specialized duties related to their area of assignment.

The majority of positions will be at the **Administrative Secretary** level. Those positions allocated to the higher level of **Senior Administrative Secretary**, according to the allocation factors described below, typically work for the highest-level administrators, frequently involving matters of greater sensitivity, impact and complexity.

Factors Affecting Position Allocation

Although specific tasks may be quite different, incumbents in these secretarial classes perform

similar kinds of responsible secretarial duties. Factors that determine allocation to the various classes are: the relative nature of duties performed, in terms of difficulty, complexity, variety, and specialized knowledge required; the presence of clear guidelines, procedures and requirements governing the work, and the independence of action and decision; the degree of supervision received; the scope and impact of the program area to which assigned; and the level of the administrator/manager to whom the secretary reports.

While there is a direct relationship between the scope of the administrator/manager's responsibilities and the possible scope of the secretary's responsibilities, other factors that influence what may be delegated to the secretary are the technical nature of the administrator's responsibilities; the willingness of the administrator to delegate and the secretary to assume responsibility; and the presence of other positions which may dilute the responsibility level of the secretary's position.

EXAMPLES OF DUTIES

- Performs a variety of secretarial, clerical and/or administrative support functions not requiring the immediate attention of the supervisor, to facilitate the successful completion of the work unit's routine program(s) and/or administrative operations;
- Screens incoming information, prioritizing and arranging materials and noting necessary actions taken or recommended; screens and accommodates or refers visitors and callers, interpreting their requests and providing information and assistance related to program and policy issues;
- Composes and types/word processes correspondence, memoranda, notices and various other documents from general instructions or dictation;
- Schedules meetings and maintains appointment calendars; makes all necessary meeting and/or travel arrangements; compiles information and prepares agendas, materials, and/or minutes; takes follow-up actions subsequent to meetings;
- Prioritizes and monitors work to ensure timely completion; develops forms, procedures and/or systems to coordinate and streamline workflow; assists in establishing and maintaining contact with individuals, groups, and organizations;
- Researches, gathers and summarizes information from a variety of sources to prepare a variety of materials such as but not limited to periodic and special reports, presentation materials, official records, and payroll and financial documents;
- Provides staff assistance on program issues; gathers, processes, and transmits information, maintains records, and coordinates activities to ensure the smooth functioning of routine program operations;
- Acts as liaison and resource person between supervisor/program staff and schools, parents, and the community; interprets and applies District policies and procedures; may attend meetings and conferences and report information and action items to supervisor;
- Establishes and maintains a variety of administrative and confidential files and records;
- May direct and coordinate the work of student assistants and/or other clerical staff;
- Operates varied office equipment, orders supplies, and performs related clerical duties in support of office operations.

QUALIFICATIONS

NOTE: The required level and scope of the following knowledges and skills relate to the level of the position as defined in the distinguishing characteristics.

Knowledge of:

Proper office methods and practices, including correspondence, recordkeeping, telephone and secretarial techniques, filing systems, and operation of common office equipment and computer hardware and software.

General knowledge of school district functions, operations and regulations.

Procedures, operations and activities of the program area(s) to which assigned.

Proper English usage, grammar, punctuation, vocabulary and spelling.

Skill in:

Working independently and using sound judgment within scope of authority.

Interacting effectively with a diverse public and district staff.

Accurately taking and transcribing notes/dictation, and typing/word processing at a rate of 55 words per minute.

Compiling, organizing, composing, maintaining, and disseminating a variety of information, reports, correspondence and records.

Clearly and correctly writing, reading and speaking in English.

Analyzing situations and taking appropriate and effective actions.

Performing complex clerical and administrative work and operating standard office equipment including computers.

Establishing and maintaining effective working relationships with those contacted in the course of work.

Interpreting and applying relevant laws, rules, policies and other guidelines associated with assigned functional area(s).

A typical way of acquiring the required knowledge, skills and abilities might be:

All levels:

Equivalent to graduation from high school, with business training preferable,

AND

Secretary:

One year of clerical/secretarial experience.

Administrative Secretary:

Two years of increasingly complex clerical/secretarial experience.

Senior Administrative Secretary:

Three years of increasingly responsible secretarial and administrative experience, at least one year of which was equivalent to the work of an Administrative Secretary.

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

- Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer-generated information and data, as well as computer terminal displays.
- Hearing and speech ability sufficient to enable communication by telephone and in person.

- Manual dexterity sufficient to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).
- Physical ability to reach, bend and grasp in order to file and retrieve materials.
- Physical ability to sit or otherwise remain stationary at work post for long periods.

OTHER REQUIREMENTS

May require a valid California Driver License, and willingness and ability to travel to various sites within the Bay Area.

Some positions may require the ability to speak, read and write in a language other than English.