



### **Classification Summary**

1. Regularly and independently performs a variety of responsible, complex office management, administrative and secretarial duties, which require a broad knowledge of administrative, secretarial and clerical practices and procedures. Researches topics relative to areas of assignment and compiles information used in presentation of reports and maintenance of departmental records. Responsible for record keeping and maintenance of financial and budget accounts.
2. Typically serves as an executive secretary to a high-level program administrator. The position uses a thorough knowledge of the purpose, function, practices, procedures, and district, state and federal rules and regulations of the area assigned.
3. Exercises considerable discretion in the protection and release of confidential information and in the interpretation and administration of policies and procedures within guidelines set by the administrator.

### **Distinguishing Characteristics**

Positions in this class are distinguished from other secretarial classes by the variety of administrative, secretarial and clerical tasks performed, the complexity of procedures required to complete assignments, the interpretation and application of federal, state, or school policies and procedures to the area of assignment, the requirement to analyze a variety of data and determine the appropriate action, and the responsibility for follow through and completion.

### **Supervisory Relationships**

1. Reports to and receives work assignments and direction from one or more professional staff such as department head, program director, or assistant administrator.
2. Positions in this class lead the work activities of other clerical and secretarial employees, or student workers, aides or volunteers within the department. Typical tasks include training, workload distribution, directing workflow, reviewing and correcting work, and generally overseeing the work of the office. May plan and schedule work operations and employee assignments. As lead worker, often performs same tasks as others, but provide assistance and direction needed. May make effective recommendations to a superior regarding hire and performance appraisal decisions, but incumbents have no official authority for personnel actions.

### **Examples of Duties**

1. Take and transcribe dictation often of a complex and confidential nature.
2. Type a high volume of correspondence, memoranda, minutes, meeting materials and reports for one or more administrators, or professional staff that involves the determination of correct format, layout, grammar and editing of rough drafts.
3. Relieve superior of administrative details for program areas assigned which includes prioritizing and composing responses to routine correspondence.
4. Receive and respond to requests for information verbally or in writing. Obtain and provide responses for those situations where information is available and established procedures permit dissemination. Analyze unusual or complex situations and refer to the appropriate position for resolution. Often assist in developing these responses. This may involve substantial telephone contact, direct public interaction or correspondence. Presentation of a professional image for the school district is important in these relationships.
5. Gather, compile, summarize and perform analysis of information and/or data in connection with required reporting, and occasionally, research projects. Often requires use of computer and application of basic statistical techniques, bookkeeping procedures and communication skills.

6. Schedule and coordinate meetings, appointments, interviews, workshops, seminars and travel plans for superiors and guests.
7. May arrange conferences and workshops for large groups, locate site, arrange food and supplies, prepare and mail notices, and provide information to participants.
8. Monitor budgets and accounts; determine code allocation, post and balance revenue or expenditures; order equipment and supplies; maintain petty cash fund; maintain budget records and information; provide account status upon request. Compile and prepare financial reports; prepare and type annual budget documents.
9. Coordinate mass mailings for projects. Compose correspondence to disseminate or retrieve information from large groups such as staff, students, parents, vendors or the general public.
10. Prepare large documents on computer such as handbooks, grants, bids and papers; store, edit, format, type, proof, print and distribute.
11. Maintain complex record keeping systems for a variety of data. Compile information from various sources; verify, code, enter and store for later retrieval and report preparation.
12. Maintain personnel records and store data pertaining to leave requests, sick leave, correspondence between the staff and administrator, approvals for workshops and seminars and other personnel actions.
13. Compile, summarize and calculate diverse departmental, financial or student data and prepare documents to meet reporting requirements of the district, state or federal agencies. Requires knowledge of the reporting system requirements.
14. Prepare materials for evaluation of staff; complete required paperwork and arrange for interviews; mail evaluation forms to several departments or schools; maintain record of evaluation progress for each individual.
15. Prepare a variety of administrative paperwork documents, including purchase orders and requisitions for goods and services, according to established procedures.
16. May schedule and administer standardized tests for student programs.
17. May relieve other department secretaries during their absence requiring full scope knowledge of departmental functions.

#### **Required Knowledge, Skills and Abilities**

1. Demonstrated competence in shorthand, typing and use of calculator, photocopier and other office machines.
2. Ability to use or learn to use current office technology and equipment (e.g., computer systems, fax, copiers, etc.)
3. High degree of organizational skills. Ability to schedule and prioritize work assignments.
4. Respect for confidentiality.
5. Ability to communicate skillfully orally and in writing.
6. Ability to work harmoniously and diplomatically with other employees and the public.
7. Ability to assign and review work to subordinate employees.

#### **Minimum Qualifications for Class Entry**

1. High School diploma or equivalent.
2. Four years of experience in secretarial or clerical work, one year of which has included duties of a lead or supervisory nature and responsibility for independent administration of a program or functional area.
3. Experience or training in bookkeeping.
4. Previous training, education and experience to effectively apply initiative and independent action to district policies and guidelines for the purpose of relieving the department administrator of routine tasks and duties and to facilitate the efficient operation of the department.

#### **Work Environment**

Works in the Educational Support Services Center.