

ADMINISTRATIVE SECRETARY
(Education Services/Student Support Services)
Grade 14

Purpose Statement

The job of Administrative Secretary (Education Services/Student Support Services) is done for the purpose/s of providing a variety of specialized and complex clerical work; maintaining specific records and files pertaining to specialized activities or programs; providing complex secretarial support to assigned administrator; coordinating activities of assigned administrator; monitoring assigned activities; maintaining specific records and files pertaining to student support services; and providing information, recommendations and/or direction as requested by assigned administrator.

This job reports to Department Director

Essential Functions

- Assigns work (e.g., directing and advising tasks of other office personnel, etc.) for the purpose of ensuring effective daily departmental operation.
- Compiles data and information from a variety of sources (e.g., necessary information for reports and appropriate agencies, community entities and individuals, etc.) for the purpose of implementing required department processes.
- Creates reports and documents (e.g., Board reports, contracts, presentations, etc.) for the purpose of Board meetings.
- Maintains a wide variety of manual and electronic documents files and records (e.g., specialized reports, department action plans, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Manages telephones for the purpose of disseminating messages.
- Reviews and monitors department budgets (e.g., reports, purchase orders, and contracts, etc.) for the purpose of ensuring accuracy and fiscal responsibility.
- Monitors a variety of technical processes (e.g., inputting and maintaining information in various databases, modifying and creating forms for data reporting, etc.) for the purpose of providing accurate historical documentation.
- Operates computer hardware and office machines for the purpose of providing optimal office operation.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, scheduling, and supporting the needs of the attendees.
- Performs complex secretarial and clerical processes (e.g., composing a variety of letters, maintaining files, scheduling and coordinating appointments, etc.) for the purpose of ensuring effective and efficient organization and implementation of department office processes and procedures.

- Provides dissemination of information, clarification of a variety of issues (e.g., District records, referral to appropriate administrative personnel, problem solving re: complaints, explanations of District policies, etc.) for the purpose of ensuring accurate, courteous communication and solutions to problems.
- Represents assigned Administrator in their absence for the purpose of conveying and/or gathering information required for their functions.
- Reviews documents and materials for the purpose of ensuring accuracy, providing historical documentation and complying with established procedures and regulations.
- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.

Marginal Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; preparing and maintaining accurate records; communicating effectively when speaking or writing; making complex arithmetical calculations with accuracy and speed; using independent judgement in making decisions; training and supervising work of other clerical personnel; using tact and good judgement in situations requiring specialized knowledge; and compiling and preparing complex reports.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; concepts of grammar and punctuation; office practices and procedures; numerical, alphabetical and subject matter filing systems; methods used in preparing statistical reports; District policies, rules and regulations; and record retrieval and storage systems.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; being attentive to detail; establishing and maintaining effective working relationships; working as part of a team; solving problems independently; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education (Minimum): High school diploma or equivalent.

Equivalency: Three years of progressively responsible clerical work; equivalent to the completion of the 12th grade

Required Testing

None Specified

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

None Specified

Clearances

Criminal Background Clearance
Physical Capacities Test Clearance
Tuberculosis Clearance

FLSA Status

Non-Exempt

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.