

SANTEE SCHOOL DISTRICT

ADMINISTRATIVE SECRETARY

DEFINITION

Under general direction, to perform highly skilled secretarial work for an administrative official or Board of Education by planning, organizing, overseeing and participating in the clerical and secretarial operations related to said official's functions and responsibilities; to be responsible for a variety of routine administrative detail; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class are distinguished by bargaining unit exclusion and by the variety of technical and confidential responsibility involving a high degree of initiative and independence, and a comprehensive knowledge of policies and procedures of district-wide functions and operations or Board of Education rules and procedures. Incumbents assist their supervisors in coordinating the operating procedures, communications and administrative supportive functions of the office to which assigned; or are responsible for the clerical preparation of Governing Board documents and official minutes. No incumbent will perform all of the illustrative examples of duties shown below, nor shall said list be considered to represent the full range of assigned tasks.

EXAMPLE OF DUTIES

1. Processes administrative details not requiring immediate attention of the administrative official.
2. Collects, compiles and digests information pertaining to related Board, administrative or educational activities, and prepares drafts of reports.
3. Develops procedures to expedite transmittal of information or to facilitate implementation of actions, policies and programs.
4. Answers correspondence independently.
5. Arranges committee and other meetings, including information and material for said meetings and conferences.
6. Attends meetings and prepares minutes and summaries of actions taken.
7. Assists in coordinating communications with offices in the District.
8. Compiles information for master schedules or for calendar of events.
9. Exercises discretion in arranging appointments and itinerary for officials.
10. Prepares reports of financial and statistical data.
11. Maintains control files of matters in progress and expedites their completion.
12. Prepares reports by finding, assembling and summarizing information and data.
13. May train and oversee clerical staff.
14. Screens inquiries and complaints, and resolves same within framework of District and departmental policies.
15. Coordinates the work of departmental employees and provides evaluation input on their work.
16. Prepares official Board of Education meeting minutes and excerpts, and may serve as relief Secretary to Superintendent of Schools.

KNOWLEDGE OF:

1. Correct English usage, spelling, grammar, punctuation and composition.
2. Modern office methods, practices and procedures, including receptionist and telephone techniques, letter and report writing and proofreading.
3. Record retrieval and storage systems.
4. Laws and regulations of the Education Code and District pertaining to assigned area.
5. General purposes and goals of public education.

ABILITY TO:

Skillfully perform a wide variety of responsible secretarial work and coordinate a volume of administrative detail involving independent judgment and requiring accuracy and speed.

Proficiently operate standard office equipment.

Develop and maintain filing systems for speedy retrieval.

Maintain complex filing systems, which contain confidential or sensitive information.

Change and adapt office procedures and details in concert with the needs and requirements of the District.

Independently compose correspondence.

Perform in situations requiring specialized knowledge, using tact and good judgment.

Read, understand and explain technical policies and material.

Train and coordinate the work of others.

Understand, carry out and give oral and written instructions.

Establish and maintain cooperative relationships with those contacted in the course of work.

Type at a net corrected speed of 60 words per minute.

Take dictation at a speed of 90 and transcribe accurately.

TRAINING AND EXPERIENCE:

Completion of the twelfth grade, preferably including or supplemented by classes in secretarial training; four years of increasingly responsible secretarial work, including one year in an educational setting; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

CHARACTERISTICS:

Good health and freedom from communicable diseases; good physical condition; agility and strength commensurate with the duties of the class; honesty; industry; initiative; dependability and good judgment in conjunction with position duties; loyalty and other related qualities.

