

**BRIEF DESCRIPTION OF POSITION:**

Under the direction of an assigned department Director, performs complex and responsible secretarial duties, such as, maintaining financial and statistical records; plans, organizes, and coordinates office activities to relieve the Director of administrative and clerical details.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- a. Serves as secretary to an assigned Director; plans, organizes and coordinates activities to relieve the Director of administrative and clerical details.
- b. Interviews callers by telephone and in person, including students, teachers, administrators, parents and the public, and provides information or directs to appropriate personnel; provides technical information concerning policies and procedures according to established guidelines.
- c. Researches, compiles and verifies statistical and financial information for various reports including state and district reports in accordance with established procedures.
- d. Assures timely communications between office and District employees; makes phone calls to receive and transmit information; types memos, bulletins, letters and notices; composes correspondence and memoranda independently or from oral verbal instructions. Use applicable software to publish/produce documents, reports and presentations.
- e. Attends a variety of meetings and take minutes; prepares and sends notices of meetings; collects and compiles information for meetings and projects; prepares agenda items; prepares and distributes minutes.
- f. Coordinates communications between the Director and other District staff and the public; schedules appointments, meetings and conferences.
- g. Prepares and types a variety of items including interoffice communications, reports, requisitions, forms, letters, handbooks and other materials; establishes and maintains files and records, as required.
- h. Maintains a variety of complex records, logs, lists and files including materials of a confidential nature; maintains confidentiality of records and information.
- i. Checks records, reports and other data, and materials for accuracy, completeness and compliance with established standards.
- j. Ability to take dictation desirable.
- k. Provides secretarial and clerical assistance to other staff, as necessary; orders supplies and materials and prepares purchase orders.
- m. Operates office equipment such as computer and applicable software programs typewriter, word processor, copier and calculator.

**OTHER DUTIES AND RESPONSIBILITIES:**

- a. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

- District organization, operations, policies and objectives.
- Applicable sections of State Education Code and other applicable laws.
- Department organization, rules and programs.
- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Record keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.

Ability to:

- Perform complex and responsible secretarial duties such as maintaining complex records and coordinating communications.
- Plan, organize and coordinate office activities to relieve the Director of administrative and clerical details.
- Work independently with little direction.
- Type at 50 words net per minute from clear copy.

Analyze situations accurately and adopt an effective course of action.  
Ability to take dictation desirable; transcribe dictation at an acceptable rate of speed.  
Compose independently or from verbal instructions, letters, memos, bulletins or other material.  
Establish and maintain effective working relationships with others.  
Read, interpret and follow rules, regulations, policies and procedures.  
Operate various office machines such as typewriter, word processor, copier and calculator and related applicable software.  
Make arrangements for meetings, workshops, professional development and conferences.  
Maintain a variety of filing systems.  
Maintain records and prepare reports.  
Make arithmetic calculations quickly and accurately.  
Meet schedules and timelines.  
Plan and organize work.  
Communicate effectively both orally and in writing.  
Attend meetings and conferences.  
Complete work with many interruptions.  
Work confidentially with discretion.  
Track and organize department budget

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school or clerical experience.

**PHYSICAL CHARACTERISTICS:**

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

**WORKING CONDITIONS:**

District office environment.