

SANTA ANA UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE SECRETARY

BASIC FUNCTION:

Under the direction of a Director, perform highly skilled secretarial work in planning, organizing and performing clerical operations related to the assigned department.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this classification report exclusively to a Director-level executive. Duties tend to be weighted more toward administrative assistant responsibilities, but there is considerable attention paid to clerical and secretarial details. Duties tend to be varied, technical and involve a high degree of initiative and independence and considerable knowledge of the policies and procedures of District wide functions and operations. Administrative Secretaries interact at the highest management levels and provide administrative and secretarial service to one or more large and diversified programs.

REPRESENTATIVE DUTIES:

Perform a wide variety of secretarial duties on behalf of the administrator; process administrative details not requiring the immediate attention of the administrative official; make travel arrangements. **E**

Type correspondence for the department; compose correspondence as necessary. **E**

Monitor other clerical personnel; provide work direction and training as necessary. **E**

Coordinate payroll for department as requested; collect and review time sheets and submit to payroll in a timely manner. **E**

Maintain a constant flow of written communications between administrators and school personnel; respond to telephone inquiries regarding the policies and practices of the assigned department. **E**

Make appointments for the administrator; schedule meetings and conferences; maintain the administrator's calendar. **E**

Collect and compile information pertaining to related administrative activities and prepare drafts of reports; assist in accumulating items for Board meetings. **E**

Develop procedures to expedite transmittal of information or facilitate implementation of policies and programs. **E**

ADMINISTRATIVE SECRETARY – (Continued)

REPRESENTATIVE DUTIES: (Continued)

Update policy manuals to reflect changes; prepare agenda and other information for meetings and conferences. **E**

Attend conferences and committee meetings; prepare minutes and summaries of actions taken. **E**

Prepare and type reports of financial and statistical data; maintain control files of matters in progress and expedite their completion. **E**

Assist in preparing information for the budget.

Assist in maintaining contact and communications with individuals, groups and associations within the community.

Assist in coordinating communications with other offices in the District.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Recordkeeping techniques.
- English, grammar, spelling and punctuation.
- Reading and writing communications skills.
- School District organization, operations and objectives.
- Oral and written communications skills.
- Applicable sections of State Education Code.
- Technical aspects of field of specialty.
- Collection and organization of data and information.

ABILITY TO:

- Make simple arithmetic calculations.
- Operate modern office equipment including computer equipment.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Demonstrate high-level computer skills (i.e. PowerPoint, Excel, and Word, etc.)
- Type 65 words per minute.
- Exercise discretion and judgment when making appointments for the administrator or referring calls.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.

ADMINISTRATIVE SECRETARY – (Continued)

ABILITY TO:

Work confidentially with discretion.

Supervise the work of others.

Organize and prioritize work to meet deadlines.

Perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

Any combination equivalent to high school education and some additional course work in the secretarial field and five years of increasingly responsible secretarial work.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to accurately exchange information in person or on the telephone. Seeing to read a variety of materials.

Sitting for extended periods of time. Dexterity of hands and fingers to operate a computer keyboard. Bending at the waist, kneeling or crouching to file materials.

Lifting or moving objects, normally not exceeding twenty (20) pounds.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Board Approved: (8/90 9/91 5/01) 4/06