

ADMINISTRATIVE SECRETARY

DEFINITION

Under general direction, performs a variety of difficult and highly specialized clerical work; relieves an administrator of administrative detail; and performs related work as required.

CLASS CHARACTERISTICS

Positions in this class are distinguished from those in the next lower class of Senior Secretary by being assigned duties that require considerable previous experience in and a highly specialized knowledge of a particular functional area of the District and the clerical methods and procedures of the assigned office. Positions in this class carry continuing responsibility for varied and complex clerical operations where work procedures or methods must be independently selected or devised. Work requires considerable judgment in assembling and evaluating information. Positions in this class exist in district administrative offices providing services, which are district-wide in scope. Incumbents may supervise or lead other clerical employees.

EXAMPLES OF DUTIES

Prepares and processes complex materials which require the analysis of source material and a thorough familiarity with policies, procedures, terminology, and applicable laws in order to obtain the necessary data and assure timely submission of material. *E*

Compiles a variety of narrative, financial, and/or statistical reports, locating sources of information, devising forms to secure data and determining proper formats for finished reports. *E*

Reviews the work of others for accuracy and conformity to established procedures, including those who may not be assigned as subordinates but who are performing related operations in the work process. *E*

Designs forms and seeks improvements in procedures; participates in the reorganization of work procedures and assignments resulting from policy or legislative changes. *E*

Prepares and composes correspondence, statistical data, and reports as required. *E*

Answers questions that involve searching for and abstracting data and detailed explanations, and primarily refers only matters requiring policy decisions to immediate supervisor. *E*

Develops and implements complex record keeping procedures; maintains simple to complex files. *E*

EXAMPLES OF DUTIES (cont.)

Schedules meetings as required; arranges room reservations and distributes notices; takes minutes and disseminates copies; attends workshops and meetings as required. *E*

Proofreads work performed by department clerical staff. *E*

Arranges for travel and accommodations. *E*

Acts as secretary for an administrator, making appointments, screening callers, screening correspondence, initiating replies to routine correspondence, assembling information from a variety of sources, requisitioning supplies, material, and equipment, preparing schedules, and relieving the administrator of routine office details. *E*

Participates in the preparation of various budgets, locating and gathering appropriate data as assigned. *E*

Coordinates the flow of information to Data Processing for some projects. *E*

May assist with student testing and student reports. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Modern office methods and procedures including the preparation of business correspondence and reports, filing, and standard office equipment operation;
2. Applicable state laws, District policies, procedures, and other regulations governing the program or area of assigned responsibility;
3. English usage, spelling, grammar, and punctuation;
4. Use and operation of word processor and computer;
5. Business math; and
6. General principles of training and supervision.

Ability to:

1. Perform difficult and complex clerical work, involving independent judgment and requiring accuracy and speed;
2. Independently prepare clear and comprehensive reports and keep difficult records;
3. Understand, interpret, and explain a wide variety of policies, laws, rules, and regulations to others;
4. Analyze situations and develop effective courses of action;
5. Prioritize and distribute work and develop effective work flow methods;
6. Devise and adapt work procedures and record keeping systems to meet changing organizational or specialized needs;
7. Communicate clearly, both orally and in writing;
8. Operate a calculator by touch;

Ability to: (cont.)

9. Use and operate a word processor;
10. Maintain confidentiality of complex, confidential, and sensitive records;
11. Keyboarding with accuracy at an acceptable speed;
12. Direct the work of others;
13. Understand and carry out oral and written instructions;
14. Establish and maintain effective relationships with those contacted in the course of work; and
15. Perform complex or varied tasks.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education.

EXPERIENCE

Four years of increasingly responsible secretary experience;

or

Two years of experience at or equivalent to the level of Senior Secretary with the Huntington Beach Union High School District.

WORKING CONDITIONS

Environment:

Office environment and subject to constant interruptions.

Physical Abilities:

Light lifting, carrying and pushing objects weighing up to 15 pounds; dexterity of hands and fingers to operate standard office equipment; sitting for extended periods of time; seeing to read and assure the accuracy of typewritten materials; and hearing and speaking to exchange information.

Revised: 7/81
7/93
5/96