

ADMINISTRATIVE SECRETARY

JOB SUMMARY

Under general direction of an Assistant or Associate Superintendent, provides administrative assistance and secretarial support by performing a variety of complex and technical assignments that are confidential in nature, and require a high degree of initiative and judgment in applying policies and procedures to a variety of situations affecting district-wide functions and operations; performs related work as required.

ESSENTIAL DUTIES

- Prepares and processes complex materials which require the analysis of source material and a thorough familiarity with policies, procedures, terminology, and various applicable laws.
- Coordinates communication to other departments or schools.
- Relieves administrator of administrative detail.
- Utilizes a variety of computer software programs to perform critical functions such as word processing, maintaining spreadsheets and databases, and extracting data to prepare reports and monitor budgets.
- Composes difficult correspondence independently; prepares minutes.
- Arranges appointments and meetings and reserves rooms for administrators; makes travel and hotel arrangements.
- Compiles information for master schedules or for calendar of events.
- Compiles complex statistical, financial, and administrative reports.
- Provides information to administrators, other employees, students, parents, and the public as appropriate.
- Handles a variety of sensitive, difficult, and complex public relations matters.
- Prepares and assembles Board of Education agenda items.
- Maintains regular and confidential files.
- Operates a variety of office machines and equipment.
- May oversee the work of other clerical personnel.

EMPLOYMENT STANDARDS

Education and Experience: Graduation from high school or equivalent and three years of responsible secretarial experience, preferably in an educational setting. Some college-level training is desirable and may be substituted on a year for year basis for the required experience to a maximum of two years. Computer experience, including word processing, spreadsheets and database management programs is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Office practices, procedures, and equipment.
- Principles of office management, business correspondence, and reports.
- Effective techniques for collecting and organizing data and information.
- Computer office applications.
- Principles of business letter and report writing, including English usage, spelling, grammar, and punctuation.

Ability to:

- Establish and maintain effective relationships with board members, administrators, teachers, other employees, and the general public.
- Perform complex work independently and with a minimum of supervision.
- Use computers effectively and learn related programs as required to enter, extract, compile, keyboard, and arrange complex data.
- Use tact and diplomacy in dealing with upset parents and concerned members of the community.

WORKING CONDITIONS: Positions are located in an administrative office and involve sitting at a desk for a major part of the day with intermittent walking, standing, and lifting of up to 15 pounds. The use of computers and various office equipment, and considerable public contact both in person and by telephone with district employees, board members, parents, and the public are involved.