



# RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

## ADMINISTRATIVE SECRETARY

### DEFINITION:

Under the direction of an assigned administrator or supervisor, perform varied, complex, responsible, sensitive and confidential secretarial functions; relieve an administrator of clerical and administrative detail by coordinating, organizing, leading and participating in various operational aspects of the administrator's assignment; train and provide work direction to clerical personnel as assigned; perform other job-related duties as assigned and/or as required.

### DISTINGUISHING CHARACTERISTICS:

The Administrative Secretary classification performs a variety of highly responsible, specialized and complex clerical duties for a District-wide service area, requiring independent judgment and knowledge of designated policies, procedures, and regulations.

### ESSENTIAL DUTIES:

- Perform a variety of complex administrative assistant duties to relieve the administrator of clerical detail; plan, coordinate, and organize office activities and coordinate flow of communications and information; ensure smooth and efficient office operations; ensure related functions comply with established laws, rules, regulations, policies, and procedures.
- Schedule and arrange appointments, conferences, and other events; receive visitors, including administrators, staff, students, parents, and the public; provide technical information or direct to appropriate personnel; exercise independent judgment in resolving a variety of issues; refer difficult issues to the administrator as needed; provide technical information and assistance related to program or operations and related laws, rules, regulations, policies, and procedures.
- Input a variety of data into computer systems and assigned software. Compile information and prepare and maintain a variety of records, logs, and reports related to assigned programs; initiate queries, develop spreadsheets, manipulate data and generate various computerized lists and reports as requested; ensure accuracy of input and output data.
- Establish and maintain filing systems; revise, verify, proofread, and edit a variety of documents which may include: communications, letters, bulletins and some Governing Board agenda items.
- Assist with budget planning and expenditure control procedures; maintain and monitor documentation on budget; calculate, prepare, and revise accounting and budgetary data; balance and reconcile assigned accounts and budgets; maintain financial and statistical records and files.
- Research, compile, and verify a variety of data and information; compute statistical information for various Federal, State, and local community reports as necessary; identify and resolve a variety of financial and statistical discrepancies
- Ensure critical mandated reports are completed accurately and submitted to appropriate Federal, State, local and community agencies according to established timelines.
- Coordinate seasonal district-wide and/or community events which may include; graduations, parent summits, science fairs, and other student engagement activities, etc..

- Distribute, collect, process, and evaluate a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed; assist with the preparation, processing, and maintenance of grant information, records, and related materials as assigned.
- Communicate with personnel and various outside agencies to exchange information, request and provide materials, coordinate activities, and resolve issues or concerns.
- Receive, open, sort, screen, and distribute incoming mail; compose replies independently or from oral direction; prepare and distribute informational packets and bulk mailings.
- Maintain appointment and activity schedules and calendars; coordinate travel arrangements and hotel reservations as necessary; process reimbursement claims; reserve facilities and equipment for meetings and other events as needed.
- Monitor inventory levels of office and designated supplies; order, receive, and maintain appropriate levels of inventory as required; prepare and process invoices as assigned; arrange for billings and payments as directed.
- Assist administrator with interpreting policies, regulations, and operational procedures
- Performs other job-related duties as assigned and/or as required.

## **KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

- Procedures, methods, strategies and techniques pertaining to the operation of a district-level office.
- Modern and innovative office practices, trends, and procedures and equipment.
- Standard office equipment and modern data management, storage, and retrieval systems.
- Legal mandates, policies, regulations, and procedures for various Federal, State, local and community agencies.
- Correct English usage, spelling, and grammar.
- Correspondence and report writing.
- Effective and efficient communication techniques, strategies, and procedures.

### ABILITY TO:

- Coordinate, organize, and monitor the clerical functions of the administrator's office.
- Perform highly responsible clerical, secretarial, and administrative functions and activities effectively and efficiently.
- Establish and maintain data management, storage and retrieval systems.
- Prepare comprehensive reports.
- Communicate effectively both orally and in writing.
- Operate a computer and use appropriate software applications effectively.
- Take notes and transcribe accurately.
- Understand and follow oral and written directions.
- Establish and maintain cooperative working relationships.
- Build relationships with stakeholders.
- Maintain a professional, calm and tactful manner.
- Remain flexible and work effectively in spite of frequent interruptions and task priority changes.

Bilingual/Biliterate positions require proficiency in both oral and written Spanish and may require translating from English to Spanish and from Spanish to English.

## **EDUCATION AND EXPERIENCE:**

### EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree

### EXPERIENCE:

Four or more years of highly responsible secretarial experience, preferably in an educational organization. Recent job-related experience within the last five years is required.

## **LICENSE, CERTIFICATIONS, AND OTHER REQUIREMENTS:**

- Verification of a valid California Motor Vehicle Operator's license.
- Insurability by the District's liability insurance carrier may be required.

## **PREFERRED QUALIFICATIONS:**

Coursework or training in office management, advanced secretarial skill areas, public relations, or related areas is preferred; experience monitoring budgets or some accounting knowledge; knowledge of District software is preferred, but not required.

## **WORKING CONDITIONS:**

Indoor school office environment. Fast-paced work environment with changing priorities.

### PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Will frequently exert 20 to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Will sit most of the time, but may walk or stand for brief periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials.

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

### POTENTIAL HAZARDS:

Exposure to blood or other bodily fluids

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