

SECRETARY III

DEFINITION

Under the general supervision of an Administrator, performs complex and responsible secretarial functions; relieves an administrator of clerical and administrative detail by coordinating, organizing, leading and participating in various operational aspects of the administrator's assignment; performs other related duties as assigned and/or required.

ESSENTIAL DUTIES

- serves as a personal secretary and office management assistant dealing with a variety of sensitive and privileged matters
- coordinates and leads the staff activities of the administrator's office, including the organization, planning, layout and development of project time lines
- prepares or coordinates the preparation of information and data requested for administrative review
- attends meetings and conferences as requested; takes and transcribes notes into summary form
- drafts correspondence, memoranda, reports and other documents that may include technical terminology requiring a familiarity with legal mandates, policies, regulations, and operational procedures affecting the administrator's responsibilities
- interprets policies, regulations, and operational procedures to those persons contacting the administrator's office, either by telephone or in person
- acts as a receptionist and office management assistant to the administrator; answers routine inquiries and correspondence; maintains an action calendar, schedules appointments, conferences and meetings; performs a variety of other operational tasks
- establishes and maintains complex manual and automated alphabetical, numerical and subject matter files and data which may include sensitive and privileged information
- utilizes modern office equipment, including micro-computers and related application software
- coordinates, organizes and provides technical input into the performance evaluation of the office clerical staff
- assists with budget planning and expenditure control procedures
- plans, organizes and coordinates the preparation of the materials and documents pertaining to the Governing Board's meeting agenda

QUALIFICATIONS

Knowledge of: Procedures, methods, strategies and techniques pertaining to the operation of an administrator or senior high school principal's office; modern office practices, trends and procedures, standard office equipment and modern data management, storage and retrieval systems; legal mandates, policies, regulations and procedures which govern the administrator or senior high school principal's operational processes; correct English usage, spelling and grammar; manuscript and report formatting; effective and efficient communication techniques, strategies and procedures.

Ability to: Coordinate, organize and monitor the clerical functions of the administrator's office; effectively and efficiently perform highly responsible clerical, secretarial and administrative assistant functions and activities; compile data and information; prepare comprehensive reports; communicate effectively in oral and written form; establish and maintain a complex data management, storage and retrieval system using a micro-computer; effectively operate a micro-computer and use appropriate software applications; take notes and transcribe accurately, or use transcription equipment accurately and efficiently to produce a variety of printed informational material and data; understand and follow oral and written directions; establish and maintain cooperative working relationships and maintain a calm and tactful manner; remain flexible and work effectively in spite of frequent interruptions and task priority changes.

PHYSICAL DEMANDS

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

- will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but will walk or stand for brief periods
- must be capable of perceiving 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.

EXPERIENCE AND EDUCATION

Experience: Three years of highly responsible secretarial experience, preferably in an educational organization.

Education: Verification of a High School diploma, a GED certificate, or a higher degree; coursework or training in office management, advanced secretarial skill areas, public relations, or related areas is desirable.

License Requirement: Verification of a valid California Motor Vehicle Operator's license.

Condition of Employment: Insurability by the District's liability insurance carrier may be required.

Certificate Requirement: For school site positions, verification of a current First Aid certificate and a current CPR certificate issued by the American Red Cross or the American Heart Association is required at time of employment, and must be kept current as a condition of continued employment.

Hazards: Communicable diseases; possible contact with blood and/or other body fluids.