

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: ADMINISTRATIVE SECRETARY II

BASIC FUNCTION:

Under the direction of the Associate Superintendent and Assistant Superintendent of Educational Services, perform complex secretarial and administrative duties; organize office activities and provide work direction for assigned personnel.

DISTINGUISHING CHARACTERISTICS:

Administrative Secretary II is a single position classification. The incumbent performs complex administrative and secretarial duties for the Associate Superintendent and Assistant Superintendent of Educational Services, provides work direction for assigned personnel and organizes office activities. The Administrative Secretary I incumbents perform specialized and responsible secretarial and administrative support duties for a certificated Director or a Cabinet-level administrator.

REPRESENTATIVE DUTIES:

Organize and direct the day-to-day activities of the office of Instruction to assure efficient and effective office operations; coordinate communications; perform complex duties to relieve the administrator of administrative detail. **E**

Coordinate communication and activities with other District departments and personnel, students, parents, educational institutions, vendors, other outside organizations and the public; provide information and resolve problems. **E**

Provide work direction for secretarial and clerical staff; train and provide assistance on complex and difficult work assignments for clerical staff; prioritize work assignments in accordance with schedules and time lines. **E**

Serve as office manager and receptionist for the Associate and Assistant Superintendents; greet visitors and answer phones; order and maintain supplies; organize and establish filing and record keeping systems; open, route, sort department mail. **E**

Respond to requests on information from students, District personnel and the general public regarding District instruction and curriculum, policies, procedures and regulations. **E**

Perform complex and responsible administrative assistance duties requiring specialized knowledge of Instruction, Curriculum and Special Programs. **E**

Prepare and type a wide variety of materials such as correspondence, reports, forms, applications, memoranda, letters of recommendation and other documents; take and transcribe dictation, including material of a confidential nature. **E**

Maintain a variety of complex files and records often involving materials of a confidential nature; input and retrieve computerized data as required. **E**

Compile information and data for reports and prepare statistical and narrative reports; conduct research as required; compose correspondence independently; determine appropriate format and presentation; develop and revise forms. **E**

Provide secretarial pool support to resource teachers as needed. **E**

Maintain confidentiality of records and information, including information regarding Board, District, personnel, student or controversial matters.

Schedule meetings, conferences and appointments for assigned administrators; maintain administrator's calendars; arrange travel accommodations as necessary.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization, policies and rules of assigned department or program.

Modern office practices, procedures and equipment.

Record-keeping and report writing techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

District organization, operations, policies and objectives.

Oral and written communication skills.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Operation of a computer terminal and a variety of other office equipment including calculators, copiers and dictation equipment.

Basic research methods.

ABILITY TO:

Make decisions in accordance with laws and regulations and apply them to problem situations.

Train and provide work direction to others.

Perform secretarial and administrative assistance duties.

Learn to interpret, apply and explain rules, regulations, policies and procedures.

Understand and follow oral and written directions.

Type at 60 words net per minute from clear copy.

Take dictation at 90 words per minute and transcribe accurately.

Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Prepare reports by gathering and organizing data from a variety of sources.
Work confidentially with discretion.
Analyze situations accurately and adopt an effective course of action.
Communicate effectively both orally and in writing.
Work efficiently with many interruptions.
Operate a variety of office equipment including computer terminals, calculators, copiers,
word processors and dictation equipment.
Make arrangements for meetings and conferences.
Maintain a variety of files, records and logs.
Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of college-level course work in business, office practices or related field and four years responsible secretarial experience.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Constant interruptions.

PHYSICAL ABILITIES:
Dexterity of hands and fingers to operate a computer keyboard and standard office equipment.
Sitting for extended periods of time.
Seeing to read a variety of materials.
Hearing and speaking to exchange information in person or on the telephone.