

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: ADMINISTRATIVE SECRETARY I

BASIC FUNCTION:

Under the direction of an assigned certificated Director or Cabinet-level administrator, perform a wide variety of specialized and responsible secretarial and administrative support duties.

DISTINGUISHING CHARACTERISTICS:

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

REPRESENTATIVE DUTIES:

Perform a wide variety of specialized and responsible duties independently in support of functions delegated to assigned administrator; interpret and apply rules and regulations as appropriate; perform duties to relieve the administrator of administrative detail as appropriate. **E**

Coordinate communication between the administrator and District personnel, students, District committees, educational institutions, vendors, other outside organizations, the public; obtain and provide information, coordinate activities and resolve problems. **E**

Review, check, correct and compile a variety of information; verify data for accuracy, completeness and compliance with established procedures; input and retrieve computerized data in computer systems as required. **E**

Prepare and maintain a variety of records, logs and files including information of a confidential nature; maintain confidentiality of information and records. **E**

Compile information and data for a variety of reports; organize type and print reports and other written materials related to assigned office functions. **E**

Respond to requests for information from students, staff and the general public regarding District programs, policies, procedures and regulations. **E**

Type a wide variety of materials such as correspondence, reports, contracts, forms, applications, memoranda and other documents. **E**

Take and transcribe dictation of minutes, letters and memoranda, including materials of a confidential nature as assigned; prepare correspondence and memoranda independently or from oral instructions. **E**

Provide work direction to others as assigned. **E**

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

Receive, process and route mail; order, issue and maintain department supplies, forms and equipment.

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 communications 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.

ABILITY TO:

Perform secretarial and administrative assistance duties.

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

Understand and follow oral and written directions.

Work cooperatively with others.

Type at 60 words net per minute from clear copy.

Take dictation at 80 words per minute and transcribe accurately.

Work independently with little direction.

Establish and maintain 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.

Provide work direction to others as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college course work in business, office practices or related field and three years of 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.