

CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: Administrative Secretary

DESCRIPTION OF BASIC RESPONSIBILITIES

To perform a variety of highly responsible and confidential secretarial and administrative support services for the District Superintendent and School Board.

SUPERVISOR: Executive Management Director

TYPICAL DUTIES:

1. Performs and handles routine administrative tasks not requiring the immediate attention of the Superintendent.
2. Screen visitors and telephone calls for the Superintendent.
3. Receives, time stamps and screens Superintendent's mail, handling routine items as needed and following up on items requiring Superintendent's action.
4. Maintain a detailed calendar for Superintendent and/or Board members; arrange interviews, appointments, schedules, and travel arrangements as required.
5. Receives and transcribes high confidential dictation.
6. Types reports, correspondence, minutes, policies, agendas, forms, resolutions, and other documents from dictation notes, rough drafts, or verbal instructions.
7. Prepares needed information for meetings and distributes as appropriate.
8. Establishes, maintains and updates administrative and confidential files.
9. Coordinates the preparation and distribution of public agendas for Board meetings.
10. Records Board meetings and prepares the official minutes for appropriate review and distribution.
11. Obtains Board signatures on documents as needed.
12. Prepares and follows-up on Board of Education actions with necessary correspondence and notifications.
13. Maintains and updates District/Board policy and procedure manuals including master plan and District calendar.
14. Provides information regarding District/Board policies, procedures, and requirements as assigned.
15. Coordinates and monitors special projects, assignments, and activities as assigned.
16. Prepares information needed in administrative decisions and in facilitating implementation of policies and programs.
17. Compiles and organizes information for preparation of special reports as requested by Superintendent and/or Board.
18. Transmits directives and decisions on behalf of the Superintendent to various employees, departments, and community leaders.
19. Assesses situations/inquiries regarding students/staff/public to take appropriate action and/or direct to appropriate personnel.
20. Oversees and coordinates department workload.
21. Performs other duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- Modern office methods, and procedures including proper telephone/receptionist techniques and business report/correspondence writing;
- Use of proper English, grammar, spelling, vocabulary, and punctuation;
- District and Board policies, procedures, and operations and the ability to interpret and implement these in the absence of the Superintendent;
- Mathematical skills to prepare a variety of reports.

Ability to:

- Work independently and make decisions in the absence of specific instructions;
- Analyze situations effectively and make decisions on procedural matters without immediate supervision;
- Apply sound judgment within scope of authority;
- Effectively interpret and apply District and Board policies, procedures, rules, and regulations;
- Establish and maintain a variety of records and files;
- Operate standard office equipment;
- Take shorthand dictation, operate transcription equipment, and operate a work processing system accurately and efficiently;
- Maintain the confidentiality and security of sensitive information and files;
- Communicate effectively and tactfully in both oral and written forms;
- Plan, organize, and prioritize assigned workload to meet established time lines;
- Interpret complex policies, procedures, directives, technical reports, Board backup material, legal opinions, and State Education Code;
- Perform research, compiling information from a variety of sources;
- Meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner;
- establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- High School Diploma or equivalent.
- Prior job related experience with increasing levels of responsibility.
- TB test clearance.
- Criminal Justice Fingerprint clearance.
- Drug test clearance.

PHYSICAL CHARACTERISTICS:

- Sufficient vision to read printed material.
- Sufficient hearing to conduct in-person and telephone conversations.
- Understandable voice with sufficient volume and clarity to be heard in normal conversations.
- Sufficient dexterity to write, use telephone, office and media equipment.
- Ability to sit and stand for extended periods of time.

- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

12/16/20