

SECRETARY - DISTRICT OFFICE

Purpose Statement

The job of Secretary - District Office was established for the purpose/s of performing secretarial and clerical work for a department or assigned administrator; types letters, memoranda and reports; assembles, organizes information following established procedures; receives the public and gives information.

This job reports to an Assistant Superintendent or Director.

Essential Functions

- Answers telephone system for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.
- Compiles data from a variety of sources (e.g. work orders, budget reports, specialized reports, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Conveys or gathers information required for absent assigned administrator(s) or the purpose of representing their department.
- Greets individuals visiting the district office for the purpose of responding to inquiries; and/or directing individuals to the appropriate staff member.
- Maintains a wide variety of manual and electronic documents, files and records (e.g. budget data, financial records, reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a variety of activities on behalf of the assigned Administrator(s) (e.g. account balances, work order status, etc.) for the purpose of achieving goals and meeting target dates.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares and processes a variety of documents and materials for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information, recommendations, and/or addressing a variety of requirements.
- Responds to inquiries from a variety of internal and external parties for the purpose of providing information, direction, and/or facilitating communication.
- Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of making necessary arrangements for assigned administrator(s).

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications, typing 45 words per minute, preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; concepts of grammar and punctuation; and office practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; being attentive to detail; establishing and maintaining effective working relationships; working as part of a team; and working with frequent interruptions. Ability to lift up to 25 pounds maximum or carrying any object weighing up to 15 pounds.

Responsibility

Responsibilities include: working independently using standardized procedures; providing information to others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting (up to 25 pounds), carrying (up to 15 pounds), pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education High School diploma or equivalent.

Equivalency Advanced training in modern office practices, procedures, and office machines, including the computer/word processor.

Required Testing

Pre-employment Proficiency Test

Continuing Educ. / Training

None Specified

Certificates & Licenses

None Specified

Clearances

TB Test
Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

10-21-09

Salary Grade

Classified 19