

## **ADMINISTRATIVE SCHOOL SECRETARY**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position provides general administrative support services for a major school administrator. Duties vary widely from one position to another because the position is greatly dependent upon the particular style and needs of the administrator. Considerable contact with the public, school personnel and students is involved. The position requires the exercise of independent judgment in relieving the superior of routine administrative details and in the application of prescribed methods and procedures. The position differs from other clerical support titles which provide many of the same services but on a less complex, independent level. Work is performed under the general supervision of an administrator with considerable leeway allowed in the exercise of independent judgment. This position may direct the work of aides, interns, temporary employees and other lower level employees or this position may be responsible for supervising the work of lower level employees.

### **TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level clerical support titles. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Prepares and processes a variety of documents, correspondence, reports, etc., for the administrator, including proofing for spelling, format and appearance;
2. Prepares and compiles budget projections for administrator; prepares narrative justifications for budget purchases relating to office supplies and expendables; tracks budget expenditures and recommends adjustments as necessary; may oversee voucher and billing process for office;
3. Acts as a technical resource within office for general administrative matters; receives and screens telephone calls from administrators, faculty and the public;
4. Establishes and maintains departmental files, including the development of filing procedures, cross-reference filing and maintains file logs; prepares retention schedules; oversees the purging of files;
5. Handles many of the details necessary for an administrator to run a program, including tracking through logs and tickler files and collecting, compiling and editing data;
6. Gathers and prepares confidential information for contract negotiations;
7. Works with federal and state regulations pertaining to school districts;
8. Maintains time and attendance records;
9. May handle or assist with normal personnel matters including contract administration, Civil Service issues, general labor laws and retirement;
10. May assist in the review of district-wide health insurance bids;
11. May distribute assignments or work orders to bus drivers or maintenance personnel;
12. May arrange workshops, conferences and travel;
13. May maintain district-wide inventories.

## ADMINISTRATIVE SCHOOL SECRETARY (Cont'd)

### FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of software packages for word processing, spreadsheets and database management to produce a variety of reports and documents, and to maintain district information;

Knowledge of composition, grammar, spelling, punctuation and required formats sufficient to develop correspondence and reports or correct such errors in the correspondence and reports of others;

Knowledge of office practices necessary to obtain a full range office support services such as printing, maintenance and supply services efficiently and cost-effectively;

Knowledge of computational skills to monitor unit activity, track budget accounts and oversee the purchase of supplies and equipment;

Skill in operating office equipment to produce work accurately and efficiently;

Ability to schedule meetings involving numerous people with conflicting schedules; coordinate agendas, take minutes and prepare summary notes for meetings;

Ability to speak knowledgeably and with authority about administrative functions of the office or department;

Ability to understand, remember, and interpret numerous laws, rules, and regulations pertinent to the activities of the school district;

Ability to maintain confidentiality and exercise discretion in regard to school district matters;

Ability to gather, compile and evaluate information and records, prepare reports and make recommendations;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER:       (A)     Completion of two years of college or business school and one year of full-time secretarial or general office experience which included public contact and involved the use of computers to maintain records or produce correspondence or spreadsheets;
- OR:            (B)     Three years of full-time secretarial or general office experience which included public contact and involved the use of computers to maintain records or produce correspondence or spreadsheets;
- OR:            (C)     An equivalent combination of training and experience as indicated in (A) and (B) above.

CL5426

ADOPTED: 10/13/88

REVISED: 01/31/91       02/15/95       08/04/99       02/02/00       12/14/07