

## ADMINISTRATIVE SECRETARY I

### DEFINITION

Provides secretarial services for an administrator who has jurisdiction over one or more major organizational segments of the District, performs the lower-level administrative duties, and provides direct and functional supervision over clerical staff and clerical procedures and practices in the main office and decentralized locations.

### TYPICAL DUTIES

- Establishes and maintains clerical procedures in the main office and decentralized locations of a major unit, such as a Division.
- Explains rules, regulations, policies, and practices to school and office personnel and the public, often speaking on behalf of the administrator.
- Resolves problems and handles administrative details, insofar as possible, without referring them to the administrator.
- Composes, edits, and maintains controls on agendas, bulletins, reports, correspondence, and other material.
- Maintains or supervises the maintenance of the administrators calendar and arranges appointments and meetings.
- Receives and screens telephone calls and visitors and refers them to appropriate offices or personnel.
- Reviews a variety of reports, minutes, and correspondence; obtains related information; and maintains or supervises routing and follow-up procedures.
- Obtains and summarizes information as requested by the administrator and as necessary to perform the work of the office.
- Advises administrators on office procedures, layout, equipment, and staffing; clerical policies and procedures; and supervisory problems.
- Prepares or supervises the preparation of timekeeping reports, requests for personnel action, supply requisitions, performance evaluations, and other documents.
- Operates a variety of office machines, such as copiers, calculators, typewriters, computer terminals, mobile devices, and office computers.
- May take dictation.
- May compile and summarize budget requests from subunits, obtain related data, and assemble the complete budget request into final form.
- May set up and maintain expenditure controls for several budget accounts, usually including transportation, travel, supplies, equipment, mileage, and an imprest fund.
- May establish and implement clerical procedures for special projects and continuing functions of the office.
- May organize and conduct meetings and training sessions related to District clerical policies and procedures and staff development for clerical staff.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Administrative Secretary I performs a combination of secretarial and administrative duties for an individual who has jurisdiction over one or more major organizational segments of the District. In addition to being responsible for day-to-day operations of the office and coordination of all clerical procedures and practices that affect the work of that office and its subunits, an Administrative Secretary I is responsible for representing the unit and interpreting its policies to District personnel and the public.

An Educational Service Center (ESC) Administrative Assistant may support an Administrator of Operations or an Instructional Area Superintendent by monitoring and coordinating the Educational Service Center's resources and communication with various District departments and schools and providing technical support to School Administrative Assistants.

A Senior Secretary provides secretarial services for an administrator, provides work direction, and is responsible for the clerical functions in one of the higher administrative offices.

## SUPERVISION

General supervision is received from an administrator of a major organizational segment. Supervision is exercised over a clerical staff. Functional supervision may be exercised over clerical policies, procedures, and practices within the organization.

## CLASS QUALIFICATIONS

### Knowledge of:

- Office practices, procedures, and equipment
- District and Personnel Commission rules, policies, organization, and functions
- Basic law and rules affecting the functions of the organization
- Budget, payroll, and personnel procedures
- Punctuation, spelling, and grammar, proofreading, and editing
- Applications of a variety of office machines, such as computers, mobile devices, and reprographic equipment
- Microsoft Office Outlook, Word, PowerPoint, and Excel

### Ability to:

- Prepare and edit reports, bulletins, and other material
- Plan and supervise the work of others engaged in clerical work
- Interpret and explain rules, regulations, and policies
- Obtain and impart information tactfully and accurately
- Exercise initiative and good judgment
- Make sound decisions and work under pressure in meeting deadlines
- Operate a computer terminal
- Maintain accurate records
- Use computers with Microsoft operating systems and word processing and spreadsheet software

## ENTRANCE QUALIFICATIONS

### Education:

- Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Five years of office experience, including three years in secretarial work. Supervisory experience is desirable. An Associate of Arts degree in Secretarial Science or designation as a Certified Professional Secretary (CPS) may be substituted for two years of the required experience.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised  
11-04-13  
CA