

HEARING SECRETARY

DEFINITION

Assists in supervising the clerical activities of the Board Secretariat related to meetings of the Board of Education and prepares the official minutes of the meetings.

TYPICAL DUTIES

- Attends meetings of the Board of Education and takes notes of actions for use in preparing official minutes of the Board of Education.
- Supervises a clerical staff in the preparation of materials for meetings of the Board of Education, including agendas, committee reports, and minutes and their posting.
- Supervises preparation of summaries of items contained in communications prepared for presentation to the Committee of the Whole.
- Supervises the preparation of materials and room prior to Board meetings.
- Recommends changes in Board meeting procedures and documents to improve clarity and efficiency.
- In the absence of the Executive Officer of the Board of Education, accepts legal service for the Board of Education and signs minutes and certifications of Board actions.
- Answers inquiries and provides approved information, over the telephone and in person, to the public and District personnel.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Hearing Secretary prepares the official minutes of the proceedings of the Board of Education and other meetings, assists in supervising the clerical functions of the Board Secretariat, and summarizes pertinent facts from communications and reports for use by the Board and the Superintendent.

An Administrative Assistant to Board Members performs administrative assistance duties of highly responsible nature under the direction of a Member of the Board of Education; exercises judgment, discretion, and tact in dealing with the public; and relieves the Board Member of administrative details.

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

SUPERVISION

General supervision is received from the Executive Officer of the Board of Education. Supervision is exercised over lower-level clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

- Correct punctuation, spelling, and grammar
- Routines and procedures of Board meetings
- Administrative organization of the Los Angeles Unified School District
- Format of Board reports and correspondence

Ability to:

- Clearly explain rules, regulations, policies, and procedures of the Los Angeles Unified School District
- Take notes at meetings and hearings and transcribe accurately
- Prepare and edit reports and other material
- Prepare summaries of pertinent facts from correspondence, memoranda, and reports
- Exchange information courteously and accurately
- Work effectively with District employees and the public
- Assume responsibility and exercise sound judgment
- Supervise effectively
- Establish work priorities and maintain composure under constant pressure of deadlines

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in supervision and advanced shorthand.

Experience:

Five years of secretarial or supervisory clerical experience; at least one year in a supervisory position is preferable.

SPECIAL NOTE

Some positions may require bilingual skills.

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 the position at any time.

Revised
05-19-14
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