

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS DESCRIPTION
Unit D
Class Codes

SECRETARY
SECRETARY (RESTRICTED)

2800
2800

DEFINITION

Plans and coordinates the clerical work of a small office, assists an administrator in communications, performs complex clerical tasks, and may provide work direction to a few clerical employees in an administrative office.

TYPICAL DUTIES

Performs secretarial duties and provides work direction to a small group of clerical employees or performs secretarial duties of a difficult and/or specialized nature for one or more administrators.

Answers and refers inquiries and provides approved information, over the telephone and in person, to the public and to school and central office personnel.

Arranges appointments and meetings for supervisors and/or administrator, maintains calendars, screens telephone calls, and may maintain travel itineraries.

Screens, sorts, and distributes office mail by subject and urgency.

Composes, edits, and maintains control of agendas, bulletins, reports, correspondence, and other routine correspondence.

Plans the clerical work of the office to ensure timely completion.

Assists in the preparation of the office budget and may keep expenditure records.

Prepares requisitions for and maintains records of supplies and equipment.

Performs clerical work such as filing, typing, preparing material for reproduction, and making statistical tabulations.

Takes minutes at various meetings.

Transcribes recorded dictation, providing appropriate punctuation and format.

Operates a variety of office machines, such as copiers, calculators, scanners, computer terminals, and office computers.

May maintain mileage, personnel records, and routine bookkeeping.

May prepare and maintain time and payroll records

May make arrangements for maintenance of equipment and facilities, special reproduction projects, and other services.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Secretary provides secretarial services for one or more supervisors and/or administrator, usually is responsible for the clerical work of an office, and may provide work direction over a small clerical staff. An employee in the (Restricted) class is employed in accordance with Education Code Section 45259.

A Senior Office Technician performs a variety of moderately to highly complex clerical duties that require strong independence of judgment and action. The duties typically require extensive contacts with others and responsibility for specific functions of an office and may include work direction of a small group of personnel.

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

SUPERVISION

General supervision is received from an administrator or office supervisor. Work direction may be exercised over personnel in lower-level clerical classes.

CLASS QUALIFICATIONS

Knowledge of:

- General administrative organization of the District
- Current office methods, practices, and procedures
- Correct punctuation, spelling, and grammar
- Organization and use of records and files
- Methods and techniques of organizing the work of a group of clerical employees
- Applications of a variety of office machines, such as computers and reprographic equipment
- Microsoft Office Outlook, Word, PowerPoint, and Excel

Ability to:

- Type accurately at a minimum of 40 words a minute
- Spell, punctuate, use correct grammar, and proofread
- Give out information over the counter and by telephone to District employees and the public
- Provide work direction to a group of clerical employees
- Work effectively with District employees and the public
- Communicate effectively in oral and written English
- Operate tape recorders, transcribing equipment, word processors, office computers, mobile devices and computer terminals
- Take minutes at meetings efficiently and accurately
- 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, preferably supplemented by courses in office practices, and business English.

Experience:

Two years of office clerical experience. An Associate in Arts degree in Secretarial Science or designation as a Certified Professional Secretary (CPS) may be substituted for one year of the required experience.

Special:

Appointment to positions in the School Police Department is subject to fingerprinting, a review of conviction record, and a background investigation.

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
10-28-13
CA