

SENIOR SECRETARY

2865

DEFINITION

Serves as secretary and provides work direction in one of the higher administrative offices.

TYPICAL DUTIES

Has responsibility for the personnel and office procedures in an office which has administrative control of a major District function and has a large staff to carry out its functions.

Interprets the policies and practices of the office and explains related rules and regulations to employees and the public.

Composes, organizes, and edits material originating in the office.

Maintains and oversees the maintenance of the administrator calendar and arranges appointments and meetings.

Prepares complex and specialized correspondence and reports.

Prepares or assists in the preparation of the annual branch or office budget and maintains expenditure controls.

Keeps time records and prepares office payroll.

Plans work flow and provides work direction to subordinate clerical employees.

Prepares requisitions and maintains records of supplies and equipment budgets.

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

May supervise the distribution of mail.

May do miscellaneous clerical work such as filing, and making statistical tabulations.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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.

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 school personnel and the public.

A Secretary provides secretarial services for one or more supervisors and/or administrators, usually is responsible for the clerical work of the office, and may provide work direction over a small clerical staff.

SUPERVISION

General supervision is received from administrative personnel. Work direction is exercised over lower-level clerical employees.

CLASS QUALIFICATIONS

Knowledge of:

- Office practices, methods, and procedures
- Correct punctuation, spelling, and grammatical usage
- Methods and techniques of organizing the work of a group of clerical employees and planning work flow
- Rules, regulations, policies, and procedures of the Los Angeles Unified School District
- Applications of a variety of office machines, such as computers and reprographic equipment
- Microsoft Office Outlook, Word, and Excel

Ability to:

- Type accurately and rapidly
- Keep accurate records
- Make accurate arithmetical calculations and prepare tabulations
- Plan and provide direction to clerical work performed by lower-level personnel
- Work effectively with District personnel and the public
- Communicate clearly both orally and in writing
- Exercise good judgment in scheduling work, establishing priorities, and responding to emergencies
- Maintain accurate records
- Maintain confidentiality on sensitive matters
- 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 Microsoft Office and business English.

Experience:

Three years of experience in a secretarial position. 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:

Appointments to positions in the School Police Department are 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.

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