

Job Title: ADMINISTRATIVE SECRETARY III

Definition:

Under general supervision of an Assistant Superintendent, performs difficult and responsible secretarial and clerical work in a specialized area of the District.

Distinguishing Characteristics:

This classification is distinguished from others in the secretarial series in that the incumbent performs a variety of difficult and confidential clerical and secretarial work for an Assistant Superintendent.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Assists in all work of the Department and serves as liaison between the Department and Directors, Coordinators, and other district personnel.
2. Performs specialized and responsible complex functions where specialized knowledge and independent judgment is required.
3. Conducts research and related activities when required.
4. Reviews incoming correspondence; generates and types reports, memoranda, statistical data; collects background material for the division.
5. Composes correspondences requiring the exercise of discretion and a broad understanding of applicable rules, regulations, and policies.
6. Interprets district policies, directives, State and Federal laws for public and district personnel.
7. Observes need for procedural changes, up-date and development of forms necessitated by changes in legislation and prepares necessary material to implement these changes.
8. Gives out information or answers questions where judgment, knowledge, and interpretation of policies, procedures, and regulations are necessary.
9. Arranges for travel, meetings, and conferences; organizes materials for departmental meetings; takes minutes at meetings and transcribes them when requested by the supervisor.
10. Develops and maintains files of correspondence, records, legislation, policies, procedures, regulations and litigation as necessary.
11. Assume responsibility for a variety of administrative work not requiring direct attention of the supervisor.
12. Performs other related duties and responsibilities as directed by supervisor.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Modern office and secretarial procedures
- Efficient record-keeping techniques
- Computer and related software
- School and District procedures and operation
- Various Education Code sections and their use
- County services to School Districts

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- Public relations activities
- Board of Trustees and State of California Rules and Regulations
- Basic knowledge of business practices
- Basic knowledge of attendance accounting

Skill and Ability to:

- Perform a high volume of complex work effectively and efficiently
- Perform secretarial and clerical work involving independent judgment and requiring accuracy and speed
- Assist in developing Board Agenda items
- Manage the Department office in the absence of the Assistant Superintendent
- Train support personnel
- Maintain effective and cooperative relationships with fellow workers, school personnel, and the public
- Maintain professional confidentiality
- Compose letters, bulletins, and memoranda independently
- Assist in the development of research statistics
- Develop and maintain a variety of records
- Take dictation at a speed of 60 WPM
- Keyboard accurately at a speed not less than 55 wpm
- Use the following office equipment: typewriter, computer and related software, calculator and various types of duplicating equipment

Training and Experience:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: AA degree and five years of responsible secretarial experience or high school diploma or equivalent, and seven years of responsible secretarial experience involving contact with the public. School District experience preferred.

Physical Requirements and Working Conditions:

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform work which may require sitting for prolonged periods
- Is subject to inside environmental conditions.
- May be required to attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings.
- May be required to work at a computer terminal for prolonged periods.
- May be required to work evenings or weekends.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.
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PHYSICAL REQUIREMENT INFORMATION

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing	X		
Walking	X		
Bending (neck)		X	
Bending (waist)	X		
Kneeling	X		
Reaching	X		
Stooping	X		
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling	X		

Lifting				Carrying		
	Rarely (0-1.5HPD)	Occasionally (1.5 – 3HPD)	Frequently (3 – 6HPD)	Rarely (0-1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0–10 lbs.	X				X	
11–25 lbs.	X			X		
26–50 lbs.	X			X		
51–75 lbs.	X			X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve	X		
Make Decisions	X		
Supervise	X		
Interpret Data	X		
Organize			X
Write			X
Plan		X	
Multi-Task			X

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally(1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone			X
Copier	X		
Computer			X
FAX Machine	X		
Radio	X		