



PITTSBURG UNIFIED SCHOOL DISTRICT

DISTRICT SECRETARY III

CLASSIFICATION SPECIFICATION

DEFINITION:

Under general supervision, to relieve a District level administrator of a variety of office and routine administrative duties, planning, organizing, and participating in the clerical operations related to the assigned functions of the division; and to perform all related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Positions in this class are distinguished by the complexity and confidential nature of assigned duties. Incumbent work within a general framework of established procedures, but are expected to use initiative and independent judgment in solving problems. Directs office staff work assignments. Knowledge of district established software programs.

EXAMPLES OF DUTIES:

- Organizes and expedites the flow of work through a major district office
- Acts as receptionist, making appointments and arranging group meetings
- Answers inquiries concerning departmental policies and procedures
- Receives and attempts to resolve complaints through knowledge of departmental policies and general District rules and regulations
- Develops procedures to expedite transmittal of information, or to facilitate implementation of policies, programs or directives
- Receives and routes office correspondence
- Independently composes correspondence from general instructions
- Reviews outgoing correspondence for consistency with operational procedures as well as for format, grammatical construction and punctuation
- Types and maintains a heavy volume of complex and confidential reports
- Attends meetings and conferences, and preparing reports of actions taken and assignments made
- Establishes and maintains numerical, alphabetical and subject matter files
- Compiles data for budget preparation purposes in accordance with federal, state and local guidelines
- Maintains budget control records
- Gathers and prepares information for a variety of local, state and federal reports
- May prepare material for Board agenda; duplicates, collates, and assembles materials for distribution
- Operates a variety of office machines, including typewriter, adding and copying machines
- May supervise other clerical workers
- Makes travel arrangements for supervisor

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EXAMPLES OF DUTIES: (cont.)

- May operate word processing equipment, data entry equipment and/or microfilm equipment
- Performs all related duties as assigned.

MINIMUM REQUIREMENTS:

Knowledge Of:

- Correct English usage, spelling, grammar, punctuation and composition
- Modern office methods, practices and procedures, including receptionist and telephone techniques, letter and report writing, and proofreading
- Modern office organization, procedures, and practices
- Numerical, alphabetical, and subject matter filing systems
- Organization and collection of data
- Standard office machines, computer software programs
- Laws and regulations of the Education Code, penal code, and labor code, and District pertaining to assigned areas
- Principles of supervision and training

Ability To:

- Perform a variety of complex clerical and secretarial work involving use of independent judgment, and requiring accuracy and speed
- Proficiently operate standard office equipment and computers
- Make arithmetical calculations with accuracy and speed
- Maintain complex filing systems which contain confidential or sensitive information
- Compile and prepare complex and accurate reports
- Independently compose correspondence
- Perform in situations requiring specialized knowledge using tact and good judgment
- Understand and apply complex policies and rules
- Supervise the work of others
- Understand, carry out, and give oral and written instruction
- Maintain cooperative working relationships with those contacted in the course of work
- Type at a net corrected speed of 55 words per minute
- Take dictation at a speed of 90 words per minute, and transcribe it accurately, or use dictation equipment with proficiency

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MINIMUM REQUIREMENTS: (cont.)

Training & Experience:

Four years of responsible office experience, preferably in a school setting or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Physical:

Good physical condition as determined by pre and post employment inquiries and health reports.

Classified Employee Salary Range: 35

Draft Dated: 10/6/99

Board Approved: 10/13/99