

	<b>ADMINISTRATIVE SECRETARY I</b>	<p style="text-align: center;"><b>Classified Position</b></p> <p>Initial Date: June 29, 1994  Board Approval: June 12, 2012  Revision Date: June 12, 2012  Personnel Commission:  Range: 46  Reports to Site Administrator</p>
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**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

To coordinate, organize, schedule, and perform a variety of secretarial, clerical and routine administrative duties through the office of assigned elementary, secondary, or continuation school with speed and accuracy. Employees in this classification receive limited supervision within a broad framework of policies and procedures. Employees in this job class may assign, direct, and monitor the work of others in a lead capacity. This job class requires in-depth knowledge of school site operations and administrative procedures as well as a high level of secretarial and organizational skills. This job class functions in a highly visible and independent manner and includes extensive contact with students, parents and school staff requiring a high degree of tact, discretion, and judgment.

**REPRESENTATIVE DUTIES:**

- Plan, organize, and perform clerical, secretarial and administrative support functions related to school activities and operations
- Act as resource person/receptionist to teachers, students, parents, and the public regarding general and specific information on policies, procedures, school office operations, including computerized record keeping system; provide lead supervision to school clerical support positions
- Coordinate and facilitate communications and serve as liaison between District and site personnel, parents, students, school, and community organizations
- Type and review a variety of school related and sensitive materials
- Coordinate and communicate with the District Office to cover absences with substitute teachers; maintain related substitute employee files
- Prepare documentation to register new students and maintain permanent student records, transcripts, and attendance information; maintain records related to certificated and classified school employees
- Enter and maintain a variety of manual and/or computerized data files and records at an elementary, continuation, or secondary school; collect data/information and prepare reports
- Maintain computerized school budget, inventory and process related materials
- Open, sort and screen mail for the administrator; distribute mail to staff as appropriate; meter outgoing mail
- Operate a variety of office equipment; maintain service agreements
- Perform basic First Aid in accordance with established District policies and guidelines; dispense medication under doctor's orders
- Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary
- Knowledge of operations and functions of a public school office
- Knowledge of proper office methods and practices
- Ability to demonstrate sound and independent judgment in the interpretation, application or modification of existing methods and procedures
- Ability to establish and maintain record keeping systems; knowledge of basic financial record keeping methods and practices
- Ability to analyze situations and take appropriate action in a variety of procedural matters without immediate supervision

- Ability to perform mathematic calculations with speed and accuracy
- Ability to learn and use computer systems and office software programs related to assignment
- Ability to pass a standardized typing test at the rate of 50 words net per minute, desired
- Ability to effectively and tactfully communicate in both oral and written forms
- Ability to prioritize and coordinate work flow to meet timelines
- Ability to operate a variety of office equipment

### **WORKING CONDITIONS:**

#### ENVIRONMENTAL CONDITIONS:

- Indoor office environment; school setting subject to frequent interruptions
- Temperature - normal climate

#### PHYSICAL DEMANDS:

- Dexterity of hands and fingers
- Lifting, carrying, pushing, pulling as assigned by position
- Seeing, hearing and speaking to exchange information
- Moderate to high stress level
- Daily contact with students, teachers, all school and District staff
- Occasional contact with parents, community members and outside agency personnel

#### HAZARDS:

- Exposure to and contact with blood and other body fluids; exposure to communicable diseases
- All body fluids shall be handled as if infectious; universal precautions policy to be consistently implemented

### **EDUCATION AND EXPERIENCE:**

- High School diploma or equivalent is required
- Two years of previous secretarial or clerical experience; one year in a school district desirable
- Clerical or secretarial experience beyond two years may be substituted for additional secretarial or business courses
- Bilingual ability may be desirable
- Typing certificate is required, net 50 wpm, desired

### **LICENSES AND OTHER REQUIREMENTS:**

- May require a valid California's Driver's License
- May require pre-employment physical examination

### **EMPLOYMENT STANDARDS:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.