

## **Santa Maria-Bonita School District ADMINISTRATIVE SECRETARY**

### **BASIC FUNCTION**

Under the direction of an assigned administrator (Assistant Superintendent or Director), perform complex and responsible secretarial and clerical functions; relieve the administrator of clerical and administrative detail by coordinating, organizing, leading, and participating in the various operational aspects of the administrator's assignment.

### **REPRESENTATIVE DUTIES**

Serve as a personal secretary and office management aide dealing with a variety of sensitive and privileged matters**E**; coordinate and lead the staff activities of the administrator's office, including the organization, planning, layout, and development of work accomplishment timelines as required**E**; prepare or coordinate the preparation of information and data requested from other operational units for administrative review**E**; coordinate secretarial, clerical and administrative follow-up on activities, reports and projects**E**; attend meetings and conferences as requested**E**; take and transcribe notes into summary minute form and distribute to appropriate personnel**E**; take and transcribe correspondence, memoranda, reports and other communicative forms which include technical terminology and require a familiarity with legal mandates, policies, regulations, and operational procedures to those persons contacting the administrator's office either by telephone or through personal visitation**E**; act as a receptionist and office management aide to the administrator, including answering routine inquiries and correspondence, maintaining an action calendar, scheduling appointments, conferences, and meetings, and a variety of other details**E**; answer, screen and route telephone calls and mail as appropriate**E**; establish and maintain complex alphabetical, numerical, and subject matter files including sensitive and privileged data**E**; prepare agendas, reports, proposals and other materials as assigned**E**; distribute materials as appropriate**E**; operate a variety of office machines including a computer, copier, calculator, transcriber and other office equipment as assigned**E**; assist with budget planning and expenditure control procedures; assist with personnel activities, including the preparation of time reports, certification follow-up, personnel recruitment and selection processes, and related functions and activities as required; perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES**

#### Knowledge of:

Principles, methods, techniques, and strategies of clerical staff coordination and organization;  
Standard office practices, procedures and equipment, including modern data management, storage, and retrieval systems;  
Receptionist and telephone response techniques;  
Letter and report writing, and proofreading;  
Correct English usage, spelling, grammar, punctuation and vocabulary;  
Basic techniques of organization and planning.

#### Ability to:

Effectively perform complex secretarial and clerical activities which require knowledge of legal mandates, policies, regulations, and operational procedures;  
Prepare clear and comprehensive reports;  
Learn, interpret and apply complex policies, administrative regulations, and operational procedures;  
Plan, organize, and coordinate the work of others;  
Operate office machines including a computer and applicable software to enter data, maintain records, and generate reports;  
Type 60 words per minute;  
Take and transcribe dictation accurately at a speed of 90 words per minute is desirable;  
Communicate effectively both orally and in writing;  
Make arithmetical calculations with speed and accuracy;  
Understand and follow oral and written directions;  
Establish and maintain cooperative and effective working relationships.

(continued)

### **EDUCATION AND EXPERIENCE**

Any combination equivalent to: Graduation from High School supplemented by training or coursework in business office management, organization, planning or related technical skill areas and three years of responsible secretarial experience.

### **WORKING CONDITIONS**

Environment:

Office environment.

Physical Abilities:

Hearing and speaking to exchange information and to transcribe dictation;

Dexterity of hands and fingers to operate a variety of office equipment;

Kneeling or crouching, reaching overhead, above shoulders and horizontally and bending at the waist to store and retrieve files;

Sitting for extended periods of time;

Seeing to read and assure accuracy of typed and handwritten materials;

Lifting light objects.