

TITLE: ADMINISTRATIVE SECRETARY I

QUALIFICATIONS:

1. Knowledge of office practices and procedures; should have experience, preferably in-district
2. Ability to take and transcribe shorthand desirable; proficiency as typist; ability to make accurate arithmetical computations
3. Knowledge and ability to learn and use computer terminal and word processing equipment and systems effectively
4. Ability to use independent judgment and work harmoniously with others; ability to supervise work of others
5. Bilingual ability may be required, depending on assignment
6. Must pass required tests

REPORTS TO: Administrator as assigned

JOB GOAL: To assist and relieve supervisor of paperwork and impedimenta so that he/she may devote maximum attention to the central problems of education and educational administration

PERFORMANCE RESPONSIBILITIES:

1. Performs secretarial duties of responsible nature; may take and transcribe dictation of various types; composes correspondence from brief notes and oral instructions; operates office machines, computer terminal and word processing equipment; types letters, requisitions, surveys, resolutions, board materials and various legal documents
2. Answers inquiries involving use of initiative and independent judgment within limits of established policies and procedures
3. Obtains, gathers and organizes pertinent data as needed and puts into usable form
4. Maintains regular filing system, including locked confidential files, and processes incoming correspondence as instructed
5. Places and receives telephone calls and records messages; maintains schedule of appointments and makes arrangements for conferences and interviews; assists at counter
6. Performs any bookkeeping tasks associated with position
7. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; classified salary schedule, class 24

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable