

TITLE: FISCAL ADMINISTRATIVE SECRETARY

QUALIFICATIONS:

1. Knowledge of office practices and procedures
2. Knowledge and ability to learn and use computer terminal and word processing programs, electronic spreadsheet programs and other software applications effectively
3. Ability to make accurate computations and prepare statistical documentation; ability to comprehend budget and accounting procedures; ability to operate office machines
4. Ability to organize, research, and prepare fiscal reports, letters, and legal documents of professional quality
5. Ability to use independent judgment and maintain quality control of department output
6. Ability to work harmoniously with others; ability to coordinate work of others
7. Must pass required tests

REPORTS TO: Director - Fiscal Services

JOB GOALS: To provide professional services which will contribute to effectiveness of department and services it renders

PERFORMANCE RESPONSIBILITIES:

1. Perform fiscal secretarial duties of responsible nature; composes correspondence from brief notes and oral instructions; operates office machines, computer terminal and word processing equipment; type letters, requisitions, surveys, resolutions, board materials and various legal documents
2. Answers fiscal inquiries involving use of initiative and independent judgment
3. Prepares special fiscal reports involving research and compilation of fiscal data
4. Compiles and prepares materials as assigned
5. Answers telephone, arranges appointments; sets up and maintains files
6. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; confidential salary schedule, class 12

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