

**CLASS TITLE:     ADMINISTRATIVE SECRETARY ADMINISTRATIVE SECRETARY 2**

**DEFINITION:** Under direction of a district administrator, performs complex high-level secretarial and clerical support requiring initiative and independent judgment in accordance with established procedures, and performs related work as required.

**EXAMPLES OF DUTIES:**

- Acts as an office manager and secretary to a cabinet-level administrator or a district official in a major administrative office
- May be required to attend, and take and transcribe minutes of administrative meetings
- Composes, edits and prepares correspondence, reports and other documents
- May perform administrative duties on special projects
- Receives the public and assures resolution of problems, complaints and other specific issues
- Arranges and schedules appointments, meetings, trainings, inservices, workshops, conferences and other events
- Compiles and prepares data for complex statistical or confidential reports
- Assists in budget preparation, allocation, recordkeeping, monitoring and control
- Explains administrative policies and procedures to the staff and public
- May assist with the issuance, monitoring and all customer service and interactions related to Cal Cards
- May assist with the oversight of the Uniform Public Construction Cost Accounting Procedures and other legal processes and procedures, as well as the maintenance, preparation and submittal of reports and recordkeeping
- Organizes and maintains operational records and files
- Screens and routes mail
- Operates standard office equipment, including computers and related software and provides training and support to others when necessary
- Supervises secretarial and clerical functions of the department
- Attends job-related meetings and training as required
- Performs additional duties as directed by the Superintendent or designee

**DESIRABLE QUALIFICATIONS:**

**Training and Experience:** A combination of training and experience equivalent to increasingly responsible experience in performing high-level clerical or office management duties, including progressively responsible secretarial duties.

**Knowledge of:**

- Office management, secretarial procedure and practices
- English grammar, punctuation and spelling
- The principles and practices of bookkeeping
- Policies, laws and regulative procedures

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- District organization and operations
- Computer operation and related software use

**Skill in:**

- Working independently
- Handling confidential material with discretion
- Establishing and maintaining effective working relationships
- Taking notes and minutes quickly and accurately

**Ability to:**

- Operate a computer and related software

**Licenses and Certificates:**

- A valid California driver's license

**Sample Physical Abilities**

Hear and speak to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports and to observe other personnel; sit or stand for extended periods of time; work at a desk, conference table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders, and horizontally; lift objects weighing up to 25 pounds.

Approved by Board of Education: