

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: ADMINISTRATIVE SECRETARY

BASIC FUNCTION:

Under the direction of a District-level administrator, take responsibility for a variety of advanced-level secretarial and administrative assistance duties; organize and coordinate office workflow and communications in support of complex District programs; train and provide work direction to clerical personnel as assigned.

REPRESENTATIVE DUTIES:

Organize and manage the day-to-day activities of an administrative office assuring efficiency of the office operations; coordinate communications; assist the administrator with administrative details.

Maintain an understanding of the programs and functions of the department and their relation to the District operation as a whole; establish and assess work priorities to assure the timely completion of projects and assignments.

Compose independently or from oral instructions, letters requesting or providing information. Take and transcribe using any form of dictation or notetaking skills, letters and memoranda, including material of a confidential nature.

Independently research and compile information and compute statistical information for Federal, State and District reports and special projects.

Using independent judgement, maintain a wide variety of complex financial, statistical and narrative records and reports.

Originate and independently prepare material for the approval of the administrator; prepare and revise a variety of documents, reports, catalogs and other materials.

Maintain the confidentiality of sensitive and personal information and materials.

Proofread and edit reports, records and other data for accuracy, completeness and compliance with established standards; revise forms and other materials as needed.

Initiate and answer telephone calls; schedule appointments and interview callers; screen and refer calls as appropriate.

Coordinate communications and provide information to administrators, employees, students, parents and the public; explain State and federal laws and guidelines, District policies, programs, rules, requirements and procedures.

Make decisions within the scope of responsibility in accordance with laws and regulations and apply them to problem situations.

Prepare and assemble Board agenda items, assuring the inclusion of required background materials.

Schedule, direct and oversee tasks of necessary additional clerical personnel as required by job assignments and work load; provide guidance and monitor clerical workflow to assure efficient and effective office operations.

Arrange meetings, workshops or conferences by letter or telephone as required.

Operate a variety of office and business machines including typewriter, calculator, copier, word processing and computer hardware and fax machine.

Arrange for and send out notices of meetings; prepare agenda items from notes received from several sources; maintain records and prepare drafts of minutes for distribution to appropriate personnel.

Maintain financial records for assigned programs or functions and assist in the budget process as directed.

Open, sort and distribute U.S. and District mail.

Maintain calendar for administrator; schedule appointments and maintain the master calendar for the office.

Maintain a variety of confidential information, files and records including, but not limited to, time sheets and personnel records.

Order, receive, inventory, store and distribute supplies and forms for department personnel; assure adequate supplies to support office functions and activities.

Maintain confidentiality of information, including Board, District, personnel, pupil or controversial matters.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

School District organization, operations, policies and objectives.

Applicable sections of the State Education Code and other applicable laws.

Department organization, rules and programs.

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

Statistical and financial record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communications skills.

Interpersonal relations skills using tact, patience and courtesy.

ABILITY TO:

Perform secretarial and administrative assistance duties for a high level District administrator.

Work independently with little direction.

Type at 50 words net per minute from clear copy.

Take and transcribe from notes or form of dictation.

Analyze problems accurately and adopt an effective course of action.

Understand and follow oral and written directions.

Compose independently or from oral instructions letter, memos, bulletins or other material.

Work cooperatively and effectively with others.

Read, apply and follow rules, regulations, policies and procedures pertaining to position.

Train and provide work direction to others.

Operate various office machines such as typewriter, adding machine, calculator, copy machines, computer and/or word

processing software.
Make arrangements for meetings, workshops and conferences.
Maintain records and prepare reports.
Maintain a variety of filing systems.
Make arithmetic calculations with speed and accuracy.
Meet schedules and time lines.
Plan and organize work.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Attend meetings, conferences and workshops.
Complete work with many interruptions.
Take and transcribe from notes or any form of dictation.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including or supplemented by courses in secretarial science or related business field and four years of increasingly responsible secretarial experience.

WORKING CONDITIONS:

District Office environment.