

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: SENIOR SECRETARY

BASIC FUNCTION:

Under the direction of a high school or district level administrator, be responsible for advanced-level secretarial duties requiring independent judgment and analysis and the application of specialized knowledge of an assigned area; plan, organize and coordinate office activities and communications to assist the administrator in administrative details.

REPRESENTATIVE DUTIES:

Plan, organize and coordinate activities to assist in administrative duties.

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.

Assure timely communications between office and District employees; make phone calls to receive and transmit information; type memos, bulletins, letters and notices; prepare Board agenda items and related materials.

Take and transcribe, using any form of dictation or notetaking skills, correspondence, reports, bulletins and memoranda.

Independently research and compile information and compute statistical information for federal, State and District reports and special projects as assigned.

Type a variety of items including inter-office communications, requisitions, forms, letters, special projects, legal documents and other materials; establish and maintain project and confidential files.

Attend a variety of meetings and take minutes; prepare and send out notices of meetings; collect and compile information for meetings, projects and workshops; prepare and distribute minutes.

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

Compile data for budget; post and maintain budget and financial records of a variety of programs.

Provide secretarial and clerical assistance to other staff as necessary; Order supplies and materials and prepare purchase orders; assure adequate forms and supplies to support office operations.

Receive, open and screen incoming mail and independently compose replies according to established procedures.

Operate a variety of office equipment such as typewriter, calculator, computer and wordprocessing hardware, copier and fax machine.

Train and provide work direction to clerical personnel as assigned; coordinate office workflow and assignments to assure efficiency and effectiveness.

Coordinate communications between supervisors and other District staff and the public.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District organization, operations, policies and objectives.

Applicable sections of State Education Code and other applicable laws.

Organization, rules and programs related to an assigned office or function.

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

Statistical and financial record-keeping techniques.

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

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Work independent with little direction.

Type at 50 words net per minute from clear copy.

Analyze situations accurately and adopt an effective course of action.

Take and transcribe using any form of dictation or notetaking skills.

Understand and follow oral and written directions.

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

Work cooperatively and effectively with others.

Read and follow rules, regulations, policies and procedures relating to position.

Operate various office machines including typewriter, computer and word

processing hardware, copier, calculator and fax machine.
Make arrangements for meetings, workshops and conferences.
Maintain a variety of filing systems.
Maintain records and prepare reports.
Make arithmetic calculations quickly and accurately.
Meet schedules and timelines.
Plan and organize work.
Train and provide work direction to others.
Communicate effectively both orally and in writing.
Attend meetings, conferences and workshops.
Complete work with many interruptions.
Work confidentially with discretion.
Perform advanced-level secretarial duties.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including or supplemented by business courses and three years of increasingly responsible secretarial experience, preferably in a school district office.

WORKING CONDITIONS:

High school or district office environment.