SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Administrative Secretary

REPORTS TO: Assigned Supervisor

DEPARTMENT: Various

CLASSIFICATION: Classified

FLSA: Non-Exempt

SALARY GRADE: 040 OTBS

REVISED: January 22, 2019

BASIC FUNCTION:
Provide executive secretarial and inter/intradivisional coordination of office staff in the administrative office of a division head or equivalent.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Execute assignments of administrative detail as delegated by the division head. E

Interpret division operational and administrative policy, rules, and procedures for staff and the public. E

Compose, edit, and prepare or coordinate the preparation of technical and complex documents, correspondence, special reports, and other materials. E

Maintain confidential records and files. E

Plan and organize office procedures; organize clerical functions and lead or coordinate the work of assigned clerical or secretarial staff. E

Screen and route mail, correspondence, and bulletins. E

Screen and schedule appointments and maintain calendar. E

Operate standard office equipment including computers and related software applications. E

Prepare meeting agendas; attend meetings, take minutes and prepare summaries of administrative meetings. E

Maintain employee time and labor records and reports and division budget records. E

Plan and coordinate facilities, accommodation, and travel arrangements for business meetings and conferences. E

Perform related duties as assigned.
MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to four years of progressively responsible full-time, paid, secretarial or office management experience within the last seven years. Advanced secretarial or business courses are desired.

LICENSES AND OTHER REQUIREMENTS:
Typing/keyboarding certificate for a net, corrected speed of 50 words per minute.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
District organization, policy, and standard procedures.
Modern office methods and procedures and the use of standard office equipment and the operation of a computer and related software applications.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Oral and written English communication skills.

ABILITY TO:
Compose routine and specialized correspondence and reports using proper grammar, spelling, punctuation, and vocabulary with superior proficiency.
Operate standard office equipment including computers and related software applications.
Apply computational and statistical skill.
Communicate effectively orally and in writing.
Establish and maintain effective working relationships with others.
Exercise tact, diplomacy, and independent judgment.
Plan and organize work.
Meet schedules and time lines.
Maintain records.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Train and lead the work of others.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor, office setting.

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

DISTINGUISHING CHARACTERISTICS:
An Administrative Secretary provides secretarial and clerical duties to an executive level manager and has the responsibility for independently taking action on matters of administrative detail. The scope of duties is varied and is related to an important, broad administrative function of the District. It is distinguished from the next lower level job class of Secretary III where the latter provides secretarial-clerical assistance to a central office manager by coordinating day-to-day clerical functions. The Administrative Secretary I (Confidential) job class is distinguished from the job class
of Administrative Secretary because of the requirements of the employee to have access to, or possess information relating to, employer-employee relations matters.

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