

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:	November 19, 2001		

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 microcomputers and related software applications. **E**

May take and transcribe dictation; edit minutes of administrative meetings.

May maintain time sheets and division budget records.

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 ten 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.
Skill in taking difficult and technical dictation may be required for specific positions at the option of the selecting administrator.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District organization, policy, and standard procedures.
Modern office methods and procedures and the use of standard office equipment.
Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

Compose routine and specialized correspondence and reports using proper grammar, spelling, punctuation, and vocabulary with superior proficiency.
Operate standard office equipment including microcomputers 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.

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Job Code 6330

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