

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Confidential Secretary I	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various departments	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	014 Confidential
REVISED:	July 1, 2002		

BASIC FUNCTION:

Perform secretarial duties in a central or branch administrative office.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. 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

Act as secretary to a section administrator or supervisor or provides secretarial assistance in a major administrative office. **E**

Act as office receptionist; organize and maintain operational records and files. **E**

Provide secretarial and specialized services pertaining to the district's negotiations with the designated exclusive representatives. **E**

Compose routine correspondence and prepare reports on personnel, pupils, supplies, and equipment. **E**

Operate mimeograph, duplicator, adding machine, and other office equipment. **E**

Maintain time sheets and cards and minor financial accounts. **E**

Operate microcomputer to perform word processing function and to enter and extract a variety of data. **E**

May take and transcribe dictated material of average difficulty and minutes of meetings.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to one year of full-time equivalent, paid, office clerical or stenographic experience. For present employees, 10 full-time equivalent months (one school year) is acceptable. One year of college-level training in secretarial science or business administration may be considered for substitution of the experience requirement.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

Typing/Keyboarding certificate at a net, corrected speed of 40 words per minute.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office methods and procedures and the use of standard office machines and equipment.

standard office software and knowledge of related applications typically used in offices.

Reading and writing English communication skills.

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

ABILITY TO:

Perform arithmetic computation.

Type/keyboard at a net, corrected speed of 40 words per minute.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other 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:

Confidential Secretary I differs from the next lower class of Steno-Clerk in the variety and complexity of duties and the kind and amount of supervision received. This class differs from Confidential Secretary II in that the scope of activities is narrower; duties are less complex or specialized and typically require less coordination with others.

NOTE: Shorthand skills (80 words per minute) , while desirable in all positions in this job class, may be required for specific positions at the option of the selecting administrator.

NOTE: This job class has been designated "Confidential" by the Board of Education in accordance with the Rodda Act.

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