

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Confidential Secretary III	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various Departments	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	022 Confidential
REVISED:	June 6, 2002		

BASIC FUNCTION:

Perform high-level secretarial and office managerial duties in a major central administrative office, and provide substantial direction to the departmental clerical/secretarial staff and/or substantial functional supervision of the clerical/secretarial staff at off site locations.

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

Act as office coordinator and secretary to a department head of a major administrative office. **E**

Explain administrative policies and procedures for the staff and public. **E**

Compose, edit, and prepare correspondence and special reports. **E**

Organize and maintain operational records and files. **E**

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

Compile and prepare statistical reports on personnel, pupils, supplies, and equipment. **E**

Schedule appointments and arrange and schedule conferences and events. **E**

Maintain time sheets and cards and departmental budget records. **E**

Screen and route mail. **E**

Operate standard office equipment, including microcomputers to enter and extract a variety of data. **E**

Organize clerical functions and lead the work of assigned clerical or secretarial staff. **E**

May take and transcribe difficult and complex dictation and take minutes of administrative meetings.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to four years (48 months within the last ten years) of full-time equivalent, paid, increasingly responsible secretarial experience. Four school years (40 full-time equivalent months) are acceptable.

LICENSES AND OTHER REQUIREMENTS:

Typing/keyboarding certificate at a net, corrected speed of 50 words per minute.
Shorthand skill (90 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.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

ABILITY TO:

Type and/or keyboard at a net corrected speed of 50 words per minute.
Compose routine and specialized correspondence and reports, using proper grammar, spelling, and punctuation.
Perform arithmetic computations.
Rapidly learn pertinent district policies and procedures.
Operate standard office equipment, including microcomputers and related software applications.
Communicate effectively orally and in writing.
Establish and maintain effective working relationships with parents, staff, and the public.
Train and lead the work of others.
Plan and organize work to meet schedules and time lines.
Maintain records.
Read, apply, and explain rules, regulations, policies, and procedures.

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 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

This job class is distinguished from the next lower class of Confidential Secretary II in that assignments involve a considerable variety of complex tasks and scope of responsibility includes coordination of all departmental functions among units within a large department and incumbents lead the work of other intra-departmental secretarial and/or clerical staff. Direction from the department head is general and performance is guided by policy. Incumbents are expected to apply appropriate district and departmental regulations in specific situations and to render independent decisions within the framework of existing policy. It differs from the next higher class of Administrative Secretary I in that scope of responsibility is typically limited to departmental functions whereas the scope of Administrative Secretary I includes coordinating clerical and secretarial activities among different departments within a division.

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

Revised 3.24.04—PeopleSoft
Job Code 6344
PH