

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Secretary III	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various Departments	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	037 OTBS
REVISED:	October 31, 2003		

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**

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, specialized equipment, and microcomputer using office software 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. **E**

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 10 years) of full-time equivalent, paid, increasingly responsible secretarial experience. Office-clerical experience may be considered.

LICENSES AND OTHER REQUIREMENTS:

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

Possession of a valid California driver's license and availability of private vehicle may be required for designated positions (mileage expense allowance provided).

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.

Reading and writing English communication skills.

ABILITY TO:

Compose routine and specialized correspondence, bulletins, and reports, using proper grammar, spelling, and punctuation.

Perform arithmetic computations.

Learn pertinent district policies and procedures rapidly.

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:

Office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting or standing 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 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. Directions from the department head are 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. Duties may include regular, continuing responsibility for leading departmental clerical functions and staff or providing a similar level of direction and/or substantial functional supervision to staff in schools.

Note: 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.