

GALT JOINT UNION SCHOOL DISTRICT

JOB TITLE: Administrative Secretary
(Confidential Position)

DESCRIPTION OF BASIC RESPONSIBILITIES

To perform a variety of complex and highly responsible secretarial and operational support functions at the district level.

SUPERVISOR: Superintendent/Designee

TYPICAL DUTIES

1. Performs varied and responsible secretarial duties to assist in the coordination of department programs and services.
2. Handles routine administrative details not requiring the immediate attention of supervisor.
3. Takes and transcribes dictation, notes, and/or dictation tapes as required.
4. Produces reports, correspondence, minutes, policies, memos, forms, resolutions, and other documents from dictation notes, rough drafts, or verbal instructions.
5. Composes correspondence independently for supervisor signature.
6. Acts as information source regarding policies, procedures, programs, and objectives.
7. Monitors and maintains operational budget records and gathers data for financial reporting.
8. Performs necessary mathematical computations and verifies proper authorization for expenditures, processing payments, posting and balancing accounts.
9. Receives complaints and takes corrective action, or refers as appropriate for resolution within established policies and guidelines.
10. Screens telephone calls and visitors for supervisor.
11. Arranges and schedules a variety of meetings and appointments, notifies participants, confirms dates and times, reserves meeting sites and prepares needed materials.
12. Makes arrangements necessary for attendance at professional meetings and conferences, including transportation and hotel reservations, expense requisitions, and other required documentation as necessary.
13. Maintains accurate and detailed calendar of events, due dates, meetings, appointments, and schedules related to department program(s) and services.
14. Types proposals and counter proposals for supervisor regarding certificated and classified negotiations.
15. Maintains files regarding negotiations.
16. Types and prepares administrative information and data regarding negotiations.
17. Transmits directives and decisions on behalf of supervisor to various employees, departments, and community leaders.

18. Coordinates, monitors, and expedites the completion of special projects, assignments, and activities as assigned.
19. Prepares information needed for reports, data, and records for supervisor to submit to appropriate District or governmental office as required.
20. Establishes and maintains a variety of records, logs, and filing systems pertaining to department area(s) responsibility.
21. Assist in coordinating communications within and outside the District regarding administrative and operational functions.
22. Receives, reviews, and verifies documents, records, and forms, accuracy, completeness, and conformance to applicable rules, regulations, policies, and procedures.
23. Orders, stores, and issues supplies and materials as necessary.
24. Receives, timestamps, and screens supervisor's mail.
25. Develops or assists in the development of forms, worksheets, and record keeping systems for the collection, dissemination, and maintenance of needed information.
26. Performs other duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Knowledge of:

- modern office methods, techniques, and procedures including filing systems, business correspondence writing, and telephone techniques;
- mathematical skills to prepare a variety of reports;
- standard bookkeeping methods, practices, and requirements;
- a variety of computer software program including word processing, statistical, and accounting programs;
- proper English usage, grammar, punctuation, vocabulary, and spelling;
- Board policies and District procedures and operations.

Ability to:

- plan, organize, and participate in the operational activities of assigned responsibilities;
- operate a variety of standard office machines and equipment including computer, printer, typewriter, calculator, and copier;
- understand and carry out a variety of oral and written instructions independently;
- analyze situations and take appropriate action regarding routine procedural matters without immediate supervision;
- word process accurately at a rate required for successful job performance;
- take and transcribe dictation with speed and accuracy;
- compose correspondence independently;
- establish and maintain efficient information/retrievable systems, and prepare reports as directed;
- maintain the confidentiality and security of negotiations as well as other sensitive information and files;
- work in addition to regular office hours as necessary and as assigned;
- perform research and gather information from a variety of sources;

- meet and maintain the physical requirements necessary to perform assigned job duties in a safe and effective manner;
- communicate effectively in both oral and written forms;
- maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION, EXPERIENCE & REQUIREMENTS

- High school diploma or equivalent;
- Prior job related secretarial/clerical experience with increasing levels of responsibility;
- Valid California Drivers License and evidence of insurance;
- TB test clearance;
- Criminal Justice fingerprint clearance.

PHYSICAL CHARACTERISTICS

1. Sufficient vision to read printed material.
2. Sufficient hearing to conduct in person and telephone conversations.
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations.
4. Sufficient dexterity to write, use telephone, office and media equipment.
5. Sufficient mobility to move about the District and drive a car.
6. Physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions.

Approved by the Board on April 24, 2001