

## **SWEETWATER UNION HIGH SCHOOL DISTRICT**

### **CLASS TITLE: ADMINISTRATIVE SECRETARY**

#### **BASIC FUNCTION:**

Under the direction of an assigned administrator, perform a wide variety of clerical and secretarial duties to relieve the supervisor of administrative and clerical detail; serve as a liaison between administrators, faculty, staff, students, parents and the public.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a wide variety of clerical and secretarial duties to relieve the supervisor of administrative and clerical detail; type a variety of correspondence, memoranda, requisitions, reports, board agendas, forms, bulletins and letters.

Serve as a liaison between administrators, faculty, staff, students, parents and the public; explain program, policies and procedures; initiate and answer telephone calls; screen and route calls; respond to inquiries and provide information; retrieve and respond to messages as appropriate.

Compose a variety of correspondence independently or from oral instruction; compile and duplicate information and documents as necessary; maintain confidentiality of sensitive and privileged information.

Compile information and prepare and maintain a wide variety of data and reports according to established procedures and time lines; participate in special projects and research related to the administrator's area of responsibility.

Prepare and maintain a variety of records related to assigned activities; establish and maintain filing systems; attend meetings, take notes and prepare summary of minutes as requested.

Maintain calendars and schedules of meetings, appointments and conferences; arrange travel reservations.

Operate a variety of office equipment including a copier, fax machine, typewriter, and a computer and assigned software.

Monitor inventory levels of office supplies and order replacements as necessary.

Train and provide work direction and guidance to clerical staff as assigned by position.

##### **OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Correct English usage, grammar, spelling, punctuation and vocabulary.  
Oral and written communication skills.  
Basic research methods.  
Operation of a computer and assigned software.  
Interpersonal skills using tact, patience and courtesy.  
Methods of collecting and organizing data and information.  
Business letter and report writing techniques.  
Modern office practices, procedures and equipment.  
Basic math.

**ABILITY TO:**

Perform a wide variety of clerical and secretarial duties to relieve the supervisor of administrative and clerical detail.  
Serve as a liaison between administrators, faculty, staff, students, parents and the public.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Learn applicable sections of the State Education Code and other applicable laws.  
Learn District organization, operations, policies and objectives.  
Interpret, apply and explain applicable laws, codes, rules, regulations, policies and procedures.  
Type at a minimum of 50 words per minute from clear copy.  
Compile and verify data and prepare reports.  
Maintain confidentiality of sensitive and privileged information.  
Complete work with many interruptions.  
Compose correspondence and written materials independently or from oral instructions.  
Establish and maintain a variety of filing systems.  
Operate a variety of office equipment including a computer and assigned software.  
Train and provide work direction to others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years of clerical or secretarial experience involving frequent public contact.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Sitting for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.

*The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224*

*Office-Technical Job Description*

*Adopted by BOT 1/25/03*

*Revised BOT 1/23/06*