

## **SWEETWATER UNION HIGH SCHOOL DISTRICT**

### **CLASS TITLE: SPECIAL ABILITIES CLUSTER ADMINISTRATIVE SECRETARY**

#### **BASIC FUNCTION:**

Under the direction of the Special Abilities Cluster Site Administrator, perform varied and responsible secretarial and administrative secretarial duties to relieve the supervisor of administrative and clerical detail; plan, coordinate and organize office activities; provide general instruction and counsel to other special abilities cluster staff regarding specialized procedures and coordinate services as appropriate.

#### **REPRESENTATIVE DUTIES:**

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

Perform varied and responsible secretarial and administrative secretarial duties to relieve the supervisor of administrative and clerical detail; plan, coordinate and organize office activities; provide general instruction and counsel to other special abilities cluster staff regarding specialized procedures and coordinate services as appropriate.

Collect and assemble data and background materials for reports; verify and review materials for completeness and conformance with established regulations and procedures.

Prepare and proofread a variety of reports, letters, memos and statistical charts; type from rough draft, verbal instructions, dictated material.

Compile and verify information and input into assigned computer system; generate computerized reports according to established procedures and time lines; process a variety of forms and applications.

Coordinate flow of communications; initiate and answer telephone calls; screen and route calls; take messages; greet and assist visitors; respond to inquiries and provide information on regulations, procedures, systems and precedents relating to responsibilities assigned while exercising judgment in policy explanation; when necessary, refer inquiries to appropriate staff.

Assist the special education department administrator with preparation of the special abilities cluster site budgets; monitor approved budgets; process expenditure requisitions; prepare the monthly financial report of the special abilities cluster collections.

Monitor assignment and collection of building and room keys to special abilities cluster staff and substitutes as appropriate.

Schedule appointments, meetings and specialized programs; order, store and issue supplies; maintain office supply inventory records; process invoices and purchase orders manually and on computer.

Type letters, memoranda, lists, forms, certificates and other materials from straight copy, rough drafts and oral instructions; compile and duplicate materials as needed.

Prepare and maintain a variety of data, records and reports related to office programs, expenditures, student information and assigned activities; assure accuracy and completeness of data, records and reports; establish and maintain filing systems.

Prepare payroll and staff attendance reports; process and maintain related leave of absence and conference request forms.

Maintain and update historical, scholastic and attendance records of students and absentee lists; maintain and update master schedule data.

Prepare and furnish appropriate information regarding students transferring to other schools.

Distribute, collect, process and check report cards, transcripts, certification forms and other specialized forms for completeness and accuracy; collect and distribute student-related papers.

Compile diploma lists and other graduation/promotion information.

Prepare, compile and verify printouts and reports from student and master schedule files including grade, birth date and address lists for verifying student data and program lists verifying state and/or federal funding compliance.

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

**OTHER DUTIES:**

Train and supervise student assistants.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Operation of office machines including computer equipment and specified software.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Financial and statistical record-keeping techniques.

Basic budgeting practices regarding monitoring and control.

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

Telephone techniques and etiquette.

Operations, procedures, specific rules and precedents of the office.

Laws, rules and regulations related to assigned activities.

Policies and objectives of assigned program and activities.

District organization, operations, policies and objectives.  
Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Maintain records and files.  
Assemble, organize and prepare data for records and reports.  
Answer telephones and greet the public courteously.  
Operate office machines including a computer and applicable software.  
Type or input data at 60 words net per minute from clear copy.  
Complete work with many interruptions.  
Compose correspondence and written materials independently.  
Perform secretarial and administrative support duties to relieve the manager of routine detail.  
Understand and resolve issues, complaints or problems.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in business office management, secretarial science or a related field and one year of increasingly responsible secretarial experience.

**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 and on the telephone.  
Sitting or standing 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*