

SECRETARY III

DEFINITION

Under the general supervision of an Administrator, performs complex and responsible secretarial functions; relieves an administrator of clerical and administrative detail by coordinating, organizing, leading and participating in various operational aspects of the administrator's assignment; performs other related duties as assigned and/or required.

ESSENTIAL DUTIES

serves as a personal secretary and office management assistant dealing with a variety of sensitive and privileged matters

coordinates and leads the staff activities of the administrator's office, including the organization, planning, layout and development of project time lines

prepares or coordinates the preparation of information and data requested for administrative review

attends meetings and conferences as requested; takes and transcribes notes into summary form

drafts correspondence, memoranda, reports and other documents that may include technical terminology requiring a familiarity with legal mandates, policies, regulations, and operational procedures affecting the administrator's responsibilities

interprets policies, regulations, and operational procedures to those persons contacting the administrator's office, either by telephone or in person

acts as a receptionist and office management assistant to the administrator; answers routine' TD0 Tpranda.

Ability to: Coordinate, organize and monitor the clerical functions of the administrator's office; effectively and efficiently perform highly responsible clerical, secretarial and administrative assistant functions and activities; compile data and information; prepare comprehensive reports; communicate effectively in oral and written form; establish and maintain a complex data management, storage and retrieval system using a micro-computer; effectively operate a micro-computer and use appropriate software applications; take notes and transcribe accurately, or use transcription equipment accurately and efficiently to produce a variety of printed informational material and data; understand and follow oral and written directions; establish and maintain cooperative working relationships and maintain a calm and tactful manner; remain flexible and work effectively in spite of frequent interruptions and task priority changes.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that persons within this position classification must perform in carrying out essential job functions.

- will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but will walk or stand for brief periods
- must be capable of perceiving the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: Three years of highly responsible secretarial experience, preferably in an educational organization.

Education: Verification of a High School diploma, a GED certificate, or a higher degree; coursework or training in office management, advanced secretarial skill areas, public relations, or related areas is desirable.

License Requirement: Verification of a valid California Motor Vehicle Operator's license.

Condition of Employment: Insurability by the District's liability insurance carrier may be required.

Certificate Requirement: For school site positions, verification of a current First Aid certificate and a current CPR certificate issued by the American Red Cross or the American Heart Association is required at time of employment, and must be kept current as a condition of continued employment.

Hazards: Communicable diseases; possible contact with blood and/or other body fluids.