



PERSONNEL COMMISSION

**Class Specification
Salary Range: 26 (S1)**

CLASS CODE

TITLE

3339

ADMINISTRATIVE SECRETARY

5140

ADMINISTRATIVE SECRETARY – BL SPANISH

JOB SUMMARY

Under the direction of an assigned Director or administrator, provide varied and complex secretarial support services to relieve the administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications for the assigned supervisor; train and evaluate assigned personnel; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Provide varied and complex secretarial support services to relieve the administrator of administrative and clerical detail; organize office activities and coordinate flow of communications; maintain confidentiality of privileged and sensitive information; assure smooth operations of assigned office. **E**
- Research and compile a variety of information; compute statistical information for various federal, State and District reports; process and evaluate a variety of forms related to assigned functions. **E**
- Maintain department budgets and assure accounts are accurate and expenditures are in compliance with federal or State requirements; initiate purchase requisitions and budget transfers. **E**
- Receive visitors, including administrators, staff, parents and the public and provide information or direct to appropriate personnel; provide detailed and technical information concerning policies and procedures where judgment, knowledge and interpretation of procedures and regulations are required. **E**
- Assure timely communications between assigned office and District employees; initiate phone calls to receive and transmit information; resolve issues as appropriate; refer difficult situations to supervisor. **E**
- Compose, independently or from note or rough draft, a variety of materials including inter-office communications, applications, requisitions, forms, letters, contracts, special projects, legal documents and other materials; establish and maintain project and confidential files. **E**
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**

- Answer telephones, screen and route calls; take and relay messages as appropriate; serve as a resource to others concerning policies and procedures. ***E***
- Coordinate, schedule and attend a variety of meetings; prepare and send out notices of meetings; maintain appointment calendar; collect and compile information for meetings, projects and workshops; prepare agenda items and back-up materials for a variety of meetings; prepare charts and statistical information as needed; attend meetings and take and transcribe minutes. ***E***
- Process payroll for department including completion and submission of time sheets as directed; monitor absences and vacation hours; maintain personnel files; assure confidentiality of information and records. ***E***
- Inventory, order, receive and distribute office supplies and materials; prepare purchase requisitions. ***E***
- Receive, open, sort, screen and distribute incoming mail; compose replies independently or from oral direction. ***E***
- Coordinate travel and conference arrangements for staff; prepare related forms and reimbursements. ***E***
- Operate a variety of office equipment including a typewriter, calculator, and copier; operate a computer and peripheral equipment to record information and generate lists, reports and other materials; utilize word processing and other software as required. ***E***
- Develop and implement office procedures to assure complete and timely operations; create office forms to facilitate work flow.
- Attend and participate in a variety of in-service trainings and meetings.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The Administrative Secretary classification is an advanced-level classification and incumbents report exclusively to a director or administrator with broad responsibilities for overall program administration and may serve as secondary secretarial support to a higher-level secretary. Incumbents perform a variety of complex and technical assignments and provide direct supervision to other clerical and secretarial personnel as assigned by the position. Incumbents in the Administrative Secretary – BL Spanish classification are expected to perform the essential duties of the class utilizing bilingual skills as necessary to assure smooth and efficient office operations.

EMPLOYMENT STANDARDS

Knowledge of:

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

District organization, operations, policies and objectives.

Applicable sections of State Education Code and other applicable laws.

Financial and statistical record-keeping techniques.

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

Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Operation a computer and assigned software.
Principles of supervision and training.
Budgeting practices regarding monitoring and control.
Methods of collecting and organizing data and information.
Business letter and report writing techniques.

Ability to:

Perform complex and responsible secretarial support duties requiring initiative and good judgment.
Work independently with little direction.
Analyze situations accurately and adopt an effective course of action.
Compose correspondence and written materials independently or from oral instructions.
Assure efficient and timely completion of office and program projects and activities.
Organize, coordinate and oversee office activities.
Understand and resolve issues, complaints or problems.
Establish and revise priorities of clerical work and office activities.
Establish and maintain cooperative and effective working relationships with others.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Operate a variety of office equipment including a computer and assigned software.
Establish and maintain a variety of filing systems.
Maintain financial and statistical records.
Meet schedules and time lines.
Plan and organize work.
Train and evaluate assigned personnel.
Complete work with many interruptions.
Compile and verify data and prepare reports.
Communicate effectively both orally and in writing.
Work confidentially with discretion.

Education and Training:

Graduation from high school or equivalent supplemented by college-level course work in secretarial science or a related field.

Experience:

Three years of secretarial or clerical experience or one year of experience at the level of Staff Secretary with the Long Beach Unified School District. Experience in a lead or supervisory capacity is desirable.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.

Positions in the Administrative Secretary - Bilingual Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Applicants must successfully pass the District's bilingual/biliterate test.

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

WORKING ENVIRONMENT

Office environment.
Constant interruptions.

PHYSICAL DEMANDS

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

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.