

JOB SUMMARY:

Under administrative direction, performs secretarial duties and a wide variety of specialized word processing; organizes office activities, files and records; coordinates communications for an administrative office; and performs related duties as required.

ESSENTIAL FUNCTIONS:

1. Coordinates activities and resolves problems between the administrator and district personnel, students, parents, educational institutions, vendors, other outside organizations and the public.
2. Coordinates communication between the department and other departments, employees, students and the public on the telephone and in personal conversations.
3. Initiates, answers and screens telephone calls, providing information and referring calls to appropriate divisions as needed.
4. Performs a wide variety of specialized and responsible duties independently in support of functions delegated to the assigned administrator.
5. Takes and transcribes dictation of minutes, letters and memoranda, including materials of a confidential nature and uses information as required to support the department.
6. Coordinates a variety of programs and/or activities within the department (e.g., task assignments, meetings, in-services, workshops, travel accommodations, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance with established guidelines.
7. Interprets and applies policies, procedures, rules and regulations as appropriate related to department operations, district operations and specific programs.
8. Prepares requisitions for office supplies and maintains records of expenditures; maintains simple account records.
9. Prepares and maintains a variety of records, lists and files related to the department operations and activities including budget and financial records, and material of a confidential nature.
10. Provides other related office/clerical assistance as related to the position.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Correct English usage, spelling, grammar, vocabulary, composition, and punctuation.
- Principles, procedures and techniques of record keeping, records management systems and filing systems used to organize a number of programs.
- Modern office procedures, filing systems, and modern technology.

- Principles of public relations and interpersonal relationships.
- Word processing methods, techniques, and related software programs.
- Financial record-keeping and report preparation techniques.
- Budget, payroll, and personnel procedures.
- District practices, rules, regulations and procedures as they relate to the specific department and office management.

Ability to:

- Communicate effectively both orally and in writing, including writing complex proposals, presentations and reports.
- Establish and maintain a cooperative working relationship with others.
- Carry out oral and written directions, read, proofread, write (using correct spelling, grammar, vocabulary composition and punctuation) and speak at a level sufficient to fulfill the duties to be performed for the position described.
- Perform mathematical computations to update budgets, produce reports, maintain records, complete requisitions or travel reimbursements, and other forms.
- Plan, schedule and perform a wide variety of secretarial, clerical and data input duties in support of the assigned department or function.
- Use good judgment and tact to deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, and poise.
- Understand, be sensitive to and respect diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities, and sexual orientation of students, parents, teachers, administrators, staff and the public.

Skills to:

- Perform multiple tasks of a technical nature using existing skills: operating standard office equipment, use pertinent software applications; demonstrate etiquette telephone and in-person conversations.
- Type at a speed of 55 words per minute from clear copy.

Education and Experience Required:

- Possess a high school diploma or General Education Diploma (G.E.D.)
- Two years clerical and/or secretarial experience.

PHYSICAL ACTIVITY REQUIREMENTS:

Work Position (Percentage of Time):

Standing: 5 Walking: 15 Sitting: 80

Body Movement (Frequency):

<u>None (0)</u>	<u>Limited (1)</u>	<u>Occasional (2)</u>	<u>Frequent (3)</u>	<u>Very Frequent (4)</u>
Lifting (lbs.): 25		Lifting: 2		Bending: 3
Pushing and/or Pulling Loads: 1		Reaching Overhead: 1		Kneeling or Squatting: 2
		Climbing Ladders: 0		Climbing Stairs: 2