

SECRETARY III

DEFINITION

Under general supervision, perform complex and responsible clerical and secretarial functions; relieve an administrator of clerical and administrative detail by coordinating, organizing, leading, and participating in the various operational aspects of the administrator's assignment; and do other related work as required.

EXAMPLES OF DUTIES

Serve as personal secretary and office management aide dealing with a variety of sensitive and privileged matters; may coordinate and lead the staff activities of the administrator's office, including the organization, planning, layout, and development of work accomplishment time lines; prepare or coordinate the preparation of information and data requested from operational meetings and conferences as requested and take and/or transcribe notes to summary minute form; transcribe correspondence, memoranda, reports, and other communicative forms which include technical terminology and require a familiarity with legal mandates, policies, regulations, and operational procedures affecting the administrator's functional responsibilities; interpret policies, regulations and operational procedures to those persons contacting the administrator's office either by telephone or through personal visitation; act as receptionist and office management aide to the administrator, including answering of routine inquiries and correspondence, maintaining an action calendar, scheduling appointments, conferences and meetings, and a variety of other details; establish and maintain complex alphabetical, numerical and subject matter files which may include sensitive and privileged data; coordinate, organize, and provide technical input into the performance evaluation of the office clerical staff; assist with budget planning and expenditure control procedures; may assist with a variety of personnel management activities, including the preparation of time reports; may provide input into the performance evaluation of other clerical personnel; process substitutes (including affidavits, payroll cards, classroom coverage, attendance sheets, etc.).

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Principles, methods, techniques, and strategies of clerical staff coordination and organization;

Standard office machines, equipment, and computers;

Various word processing and database software programs;

Effective reception and telephone techniques, correspondence and report writing, and proofreading;

Interpersonal skills;

Correct English usage, spelling, grammar, punctuation, and arithmetic concepts.

Ability to:

Learn, interpret and apply complex policies, administrative regulations and operational procedures;

Effectively perform secretarial and clerical functions which require knowledge of legal mandates, policies, regulations and operational procedures;

Compose correspondence independently;

Prepare concise and complete reports as required;

Make arithmetical calculations with speed and accuracy;

Work proficiently with computers;

Plan, organize and coordinate the work of others;

Communicate effectively in oral and written form;

Understand and carry out oral and written directions;

Establish and maintain an effective working relationship with those contacted in the course of work;

Relate effectively with racially and ethnically diverse staff, students and community.

Skills:

Type at a rate of 40 words per minute from clear, legible copy. Transcribe accurately at a speed of 90 words per minute. Proficient operation of electronic dictation equipment or the ability to learn quickly. Capable operation of word processing equipment and computers.

EDUCATION AND EXPERIENCE

Education:

Equivalent to completion of the twelfth grade, including or supplemented by coursework in shorthand, typing, office management or other related skill areas.

Experience:

Three years of responsible and varied secretarial and clerical experience, including some experience in organizing and coordinating specialized clerical functions.

REQUIRED LICENSES AND/OR CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California driver's license; qualify for insurability with the District's insurance carrier. A valid first aid certificate will be required for some assignments.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work may involve lifting objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate office equipment.

Pre-placement Physical: Class I