



PITTSBURG UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE SECRETARY

CLASSIFICATION SPECIFICATION

DEFINITION:

Under general supervision, to relieve a cabinet level administrator of a wide variety of office and routine administrative duties by planning, organizing, supervising and participating in the clerical and technical operations related to the assigned functions of the division; and to perform all related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Incumbents whose positions are assigned to this classification normally relieve a cabinet-level administrator of a variety of administrative detail and, in general, perform more difficult or sensitive secretarial and clerical tasks than those required at the District secretary I or II levels. Incumbents must have a wide knowledge of the procedures, rules, and precedents within their department, and must be able to interpret and apply this information in their work with the general public, and with district administrators and employees.

EXAMPLES OF DUTIES:

- Organizes and expedites the flow of work through a major district office responsible for a large number of major programs
- Acts as receptionist, making appointments and arranging group meetings
- Answers inquiries concerning departmental policies and procedures
- Receives and attempts to resolve complaints through knowledge of departmental policies and general District rules and regulations
- Develops procedures to expedite transmittal of information or to facilitate implementation of policies, programs or directives
- Receives and routes office correspondence
- Independently composes correspondence from general instructions
- Reviews outgoing correspondence for consistency with operational procedures as well as for format, grammatical construction and punctuation
- Types and maintains a heavy volume of complex and confidential reports
- Takes and transcribes dictation for a wide variety of subjects, including materials of a confidential and sensitive nature
- Attends meetings and conferences and acts as recorder, preparing reports of actions taken and assignments made
- Establishes and maintains numerical, alphabetical and subject matter files which may contain sensitive and confidential material

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EXAMPLES OF DUTIES: (cont.)

- Compiles data for budget preparation purposes in accordance with federal, state, and local guidelines
- Maintains budget records
- Gathers and prepares information for a variety of local, state, and federal reports
- May prepare material for Board agenda
- Duplicates, collates, and assembles materials for distribution
- Operates a variety of office machines, including typewriter, adding and copying machines
- May supervise other clerical workers
- May operate a two-way communications system
- Makes travel arrangements for supervisor
- Performs all related duties as assigned.

MINIMUM REQUIREMENTS:

Knowledge Of:

- Correct English usage, spelling, grammar, punctuation and composition
- Modern office methods, practices and procedures, including receptionist and telephone techniques, letter and report writing and proofreading
- Modern office organization, procedures, and practices
- Numerical, alphabetical, and subject matter filing systems
- Organization and collection of data
- Standard office machines
- Laws and regulations of the Educational Code and District pertaining to assigned area
- Principles of supervision and training
- Principles and practices of accounting and financial record keeping at the full-charge level
- General accounting and invoice auditing, including the preparation of financial statements and reports
- Knowledge of the California School Accounting Manual
- Familiarity with Lotus and other computer applications
- Principles of supervision and training
- Laws, rules, regulations, codes, and other requirements governing the purchase of materials, supplies and equipment for the District

Ability To:

- Perform a variety of complex clerical and secretarial work involving use of independent judgment, and requiring accuracy and speed

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MINIMUM REQUIREMENTS:

Ability To: (cont.)

- Maintain complex filing systems which contain confidential or sensitive information
- Compile and prepare complex and accurate reports
- Independently compose correspondence
- Perform in situations requiring specialized knowledge, using tact and good judgment
- Understand and apply complex policies and rules
- Supervise the work of others
- Understand, carry out and give oral and written instruction
- Maintain cooperative working relationships with those contacted in the course of work
- Type at a net corrected speed of 50 words per minute
- Take dictation at a speed of 90 words per minute and transcribe it accurately; or use dictation equipment with proficiency

Training & Experience:

Four years of increasingly responsible office experience, preferably including experience in school district; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Physical:

Good physical condition as determined by pre and post employment inquiries and health reports.