
Position:	Administrative Secretary I	FLSA:	Non-Exempt
Department/Site:	Various	Salary Grade:	11
Reports to/Evaluated by:	Site/Department Administrator	Salary Schedule:	Classified

SUMMARY

Performs secretarial and administrative support duties, including (but not limited to) transcribing of complex, specialized, or technical notes, composing of original documents, administration of office routines and systems, processing of financial transactions, and reception.

DISTINGUISHING CAREER FEATURES

The Administrative Secretary I represents the first level in an administrative support career path that is primarily used for support in areas other than school sites. Advancement to Administrative Secretary I requires the following demonstrated competencies: proficiency in word processing, spreadsheet, and accessing databases; ability to coordinate projects requiring information from other sources; knowledge of the services provided by the assigned organization unit; and ability to design an office information flow system. Advancement to Administrative Secretary II requires specialized knowledge depending on assignment to an instructional, student service, or administration area consisting of sub-departments. Requires competencies such as the ability to independently carry out projects, coordinate mandated reports, conduct research, coordinate, disseminate, and maintain information designated for wide distribution, and may require reporting to a higher level manager or director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs secretarial and clerical duties involving application of learning from prior experience, a working knowledge of the special terminology of the function to which assigned, basic understanding of the functions and procedures of other departments, and the use of judgment and an understanding of departmental functions and procedures.
- Responds to inquiries and conveys information about programs and services provided by the organizational unit. Receives questions and inquiries and refers difficult or sensitive matters to the appropriate source.
- Types from rough drafts or verbal instructions a variety of materials such as letters, memoranda, recurring reports, and statistical data. Composes routine correspondence and forms as necessary. May transcribe dictation.
- Performs receptionist duties. Receives and screens visitors and telephone calls, referring to others as appropriate. Takes and forward messages.
- Arranges miscellaneous meetings. Prepares schedules and informs participants, confirming dates and times.

- Inputs information onto relational databases with structured data entry screens. Updates information and maintains data files. Accesses relational databases for business and education support to extract information and standardized reports.
- Compiles information from existing information sources to support reports and other requests. Organizes information to fit into requested formats. Prepares regularly required reports with established forms used by internal staff and external agencies.
- Receives, handles, and stores confidential information pertaining to the assigned organization unit. Maintains confidentiality of private and sensitive information.
- Assists with purchasing processes for departmental materials and supplies by preparing. Processing, and monitoring status of purchase orders. May monitor portions of departmental budgets.
- Indexes and files documents into alphanumeric filing systems. Maintains files in up-to-date status of files and filing systems.
- May take notes, and maintains records of the proceedings from routine departmental meetings.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills: Requires working knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Requires basic math skills sufficient to do sums, products, quotients, percentages and ratios. Requires a working knowledge of and skill in using various standard office machines, including personal computers with word processing, spreadsheet, and basic presentation graphics applications. Requires knowledge of and skill in using data entry screens for inputting and extracting information from databases. Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence. Requires sufficient human relation skills to work with a diverse population, exercise patience when dealing with internal and external customers, and convey technical concepts.

Abilities: Requires the ability to independently perform all of the duties of the position. Requires the ability to accurately take and transcribe notes and/or meeting minutes/recollections. Must be able to learn, interpret, explain and apply knowledge of department organization, operations, programs, functions and special department terminology to relieve others of certain administrative details. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to communicate with staff and the public using courtesy, and in a manner that reflects positively on the department and the District.

Physical Abilities: The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires sufficient visual acuity to read printed material. Requires speech and hearing ability to carry on conversations in person and over the phone. Requires the ability to reach and pull materials from files and shelves. Requires sufficient hearing and speech ability for personal and telephone conversations and to hear sound prompts from equipment. Requires sufficient hand-eye and finger dexterity to write, use a keyboard at an advanced rate (55-wpm) and mouse or other pointing device. Requires the ability to reach (from low, level, and overhead) to file, access files, and move supplies and equipment in and out of storage areas.

Education and Experience: The position requires a High School diploma, plus 2 years of progressively responsible experience in a secretarial capacity. Post high school course work in secretarial science or a related business field is preferred and may substitute for some experience.

Licenses and Certificates: May require a valid driver's license.

Working Conditions: Work is performed indoors where minimal safety considerations exist.