

Goleta Union School District

Administrative Secretary

Basic Function

Under the direction of an assigned Assistant Superintendent, plan, organize and coordinate office activities and communications to relieve the administrator of routine administrative and clerical details.

Representative Duties

Greet and assist office visitors.

Serve as secretary to a District-level administrator of a specialized program or function; plan, organize and coordinate activities to relieve the administrator of routine administrative details. E

Interview and screen callers and visitors, including students, teachers, administrators, parents, vendors and the public and provide information or direct to appropriate personnel; provide information concerning District policies, procedures and established regulations. E

Coordinate and assure timely communications between office and District employees; communicate with parents and District personnel on confidential or sensitive issues; make phone calls to receive and transmit information. E

Prepare a variety of items including inter-office communications, bulletins, notices, requisitions, forms, letters, special projects bid, legal documents and other materials; compose correspondence or prepare from rough draft; research and compile information and compute statistical data for Federal, State and District reports and special projects as assigned; establish, modify and maintain project and confidential filing systems. E

Schedule meetings, conferences and appointments as assigned; maintain calendar of activities, meetings and events; make travel arrangements as needed. E

Review or prepare a variety of materials and documents, including financial documents, invoices, inventory records and statistics; order supplies and materials and prepare purchase orders; assure adequate forms and supplies to support office operations. E

Attend a variety of meetings; prepare agendas for meetings as required; prepare and send out notices of meetings; collect and compile information for meetings; prepare and distribute minutes. E

Compile data for budget as assigned; post and maintain budget and financial records; monitor account balances and record expenditures. E

Receive, open and screen incoming mail. E

Operate a computer and assigned software; update databases on computer and generate appropriate reports and communications, operate variety of other office equipment including a typewriter, facsimile, printer, telephone and calculator; operate dictaphone and audio-visual equipment as assigned by the position. E

Train and provide work direction to clerical staff as assigned; coordinate and review the work of assigned staff.

Perform related duties as assigned.

Knowledge and Abilities

Knowledge of:

Organization, rules, regulations and programs related to an assigned office or function.

Modern office practices, procedures and equipment.

Applicable sections of State Education Code and other applicable laws.

District organization, operations, policies and objectives.

Operation of a computer and assigned software.

Financial and statistical record-keeping techniques.

Basic budget monitoring and control.

Telephone techniques and etiquette.

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

Administrative Secretary

Interpersonal skills using tact, patience and courtesy.

Ability to:

Plan, organize and coordinate office activities and communications to relieve the administrator of routine administrative and clerical details.

Work independently with little direction.

Operate a computer and assigned software.

Type at 60 words per minute from clear copy.

Evaluate situations and adopt an effective course of action.

Compose independently or from oral instructions letters, memos, bulletins or other material.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Use transcription equipment as determined by assignment.

Meet schedules and time lines.

Make arithmetical calculations with speed and accuracy.

Work confidentially with discretion.

Establish and maintain cooperative and effective working relationships with others.

Any combination equivalent to: graduation from high school supplemented by college-level course work in business administration, secretarial science, office management or related field and four years of increasingly responsible administrative secretarial experience including experience in organizing and coordinating clerical and office functions.

Licenses and Other Requirements

None

Working Conditions

Environment

Office environment.

Constant interruptions.

Physical Demands

Dexterity of hands and fingers to operate a computer keyboard.

Bending at the waist, kneeling or crouching to file materials.

Sitting for extended periods of time.

Reaching overhead, above the shoulders and horizontally.

Hazards

None