

Goleta Union School District

Senior Secretary

Basic Function

Under the direction of an administrator, perform specialized secretarial and clerical functions to relieve supervisor of administrative detail; perform routine administrative assistance functions.

Representative Duties

Serve as a secretary and office management assistant to relieve supervisor of administrative detail. E

Knowledge of District policy and procedures related to an assigned office.

Operate computer equipment to update database and to maintain a variety of documents, correspondence, reports and related materials. E

Organize and coordinate staff activities. E

Review and screen incoming correspondence as appropriate; plan follow-up activities to assure that time lines are met. E

Arrange correspondence for administrator's reply in order of a predetermined priority with appropriate reference materials. E

Compose correspondence concerning a wide range of subjects; review outgoing correspondence and other materials for consistency with policies, regulations, operational procedures, formatting, grammatical construction and punctuation. E

Maintain a calendar of activities and events; schedule appointments, conferences and meetings for the administrator. E

Organize, compile and prepare a variety of statistical, budget, informational and mandated reports; prepare and coordinate District-wide student testing and scoring activities as assigned. E

Take notes of meetings and conferences and prepare an accurate summary, including materials of a privileged or sensitive nature. E

Serve as an administrative assistant by receiving and responding to inquiries from office visitors and telephone contacts. E

Prepare, update and input data into a computerized record management storage and retrieval system by means of microcomputer or data terminal; operate a variety of office equipment and machines including computer, typewriter, copier, dictaphone, calculator and others. E

Maintain a variety of records and files. E

Assist with budget planning and expenditure control.

Perform related duties as assigned.

Operate a variety of office machines and equipment.

Knowledge and Abilities

Knowledge of:

Organization and coordination of responsible clerical functions.

Modern office methods and equipment, including automated records management and filing systems, correspondence and report writing.

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

Basic methods and techniques of organization and planning.

Senior Secretary

Operation of a computer and assigned software.

Oral and written communication skills.

Telephone techniques and etiquette.

Interpersonal skills using tact, patience and courtesy.

Knowledge of District policy and procedures related to an assigned office.

Ability to:

Learn, interpret and apply legal mandates, policies, rules and regulations and operational procedures.

Assume responsibility for routine administrative detail.

Compose correspondence independently.

Establish and maintain comprehensive and accurate files and records and prepare concise and complete reports as required.

Type at 50 words net per minute from clear copy.

Make arithmetic computations with speed and accuracy.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Any combination equivalent to: graduation from high school, two years of responsible and varied secretarial experience, including experience operating a computer and organizing and coordinating clerical 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