

ADMINISTRATIVE SECRETARY III/CONFIDENTIAL

DEFINITION

Under general direction, performs a wide variety of secretarial functions in operation of the Deputy Superintendent; aids the Deputy Superintendent in a variety of administrative and difficult clerical tasks.

DISTINGUISHING CHARACTERISTICS

The position of Administrative Secretary III is a single class position characterized by the responsibility to provide general administrative support to the Deputy Superintendent's office.

OCCUPATIONAL GROUP

Classified (Confidential)

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Performs secretarial duties in the Deputy Superintendent's office; takes dictation, composes letters independently or from oral instruction; arranges and coordinates appointments, conferences, and meetings. **(E)**
2. Prepares a variety of complex materials such as resolutions, manuals, publications, schedules, statistical summaries and reports, and final reports; composes correspondence from limited instructions or from own knowledge of subject matter and district policy. **(E)**
4. Records, organizes, types, and distributes minutes of meetings, as needed, including negotiations information and grievances. **(E)**
5. Operates a variety of office equipment, including word processor. **(E)**
6. Provides vacation and temporary help as required.
7. Performs other duties as assigned.

(E) = Essential Functions

MINIMUM REQUIREMENTS

Knowledge of:

- Office methods and etiquette, including telephone techniques, filing systems, letter and report writing, correct English usage, spelling, grammar and punctuation.

Ability to:

- Learn, interpret, and apply school district rules, regulations, and policies;
- Perform responsible secretarial and clerical duties of above-average difficulty with accuracy and speed;
- Prepare and maintain accurate and complete records and reports;
- Type at a speed of not less than 65 words per minute from clear copy;
- Take dictation at a rate of 90 words per minute and transcribe it accurately, desirable;
- Operate a variety of office machines;
- Understand and carry out oral and written instructions;
- Deal effectively with a wide variety of personalities and situations;
- Stamina to work long hours to completion of tasks, often at night or on weekends, or short notice during crisis.

EXPERIENCE

Three years of responsible executive level secretarial experience that has required contact with the public. At least one year experience in a school district highly desirable.

EDUCATION

Equivalent to the completion of the twelfth grade; advanced coursework in the areas of Secretarial Science or Business Administration desirable.

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