



Our Children, Our Schools, Our Future!

Jurupa Unified School District

ADMINISTRATIVE SECRETARY

DEFINITION

Under general direction to serve as secretary to a major administrative official at the district level or to the high school principal to plan, coordinate and participate in clerical activities; to perform responsible and complex secretarial duties; to conduct research and perform routine administrative details; and to do related work as assigned. Positions in this class serve as secretary to district administrators at the cabinet level or as secretary to the high school principal. This position is distinguished by its responsibilities for organizing, supervising, and maintaining office operations in which decisions are made involving functions of the broadest district-wide impact, and for working in a cooperative manner with school and district staff and the public without immediate supervision. It requires skills greater than those of a Secretary.

ESSENTIAL JOB FUNCTIONS

- Acts as secretary, receptionist, and office assistant.
- Types correspondence, memos, reports, and bulletins.
- Drafts correspondence, memos, reports and bulletins from verbal instructions.
- Screens visitors and telephone calls.
- Arranges and schedules conferences, meetings, and appointments.
- Answers inquiries and provides information for other district personnel and the public.
- Prepares and types confidential evaluations, reports, letters, and memos.
- Prepares and reviews reports, files and other documents for accuracy, completeness, and conformance to standard procedures.
- Operates standard office equipment.
- Explains rules, regulations, and policies.
- Maintains budget and attendance records.
- Posts data and information to records, cards, and files, requiring great accuracy.
- Compiles statistical and narrative reports.

OTHER JOB FUNCTIONS

- Trains and coordinates the work of students and/or other office workers.
- Performs other related duties as may be assigned.

DESIRABLE QUALIFICATIONS

Knowledge of:

The functions, organization, and basic clerical operation of an administrative office, and the scheduling, layout, and supervision of related activities;

Modern office methods and practices, filing systems, receptionist and telephone techniques;

Business forms, letter and report writing, proofreading, and office equipment;

Correct English usage and vocabulary at a highly skilled level;

Principles of general public relations.

Basic computer operation.

Administrative Secretary

Ability to:

Perform secretarial and clerical work involving independent judgment and requiring accuracy and speed;
Devise or adapt office procedures to changing organization needs;
Make clear and comprehensive reports and keep difficult records;
Understand, interpret, and apply rules and written directions to specific situations;
Read and comprehend handwritten or typed documents, and the display screen of office machines;
Communicate effectively;
Deal with hostile, emotional, ill or angry persons in an effective manner;
Lift and move light to medium-weight objects such as boxes of books, office supplies, or presentation materials;
Sit for sustained periods of time;
Work on more than one task at a time;
Concentrate on current task in spite of distractions in an active, busy environment;
Efficiently and effectively operate office machines, including a computer with keyboard and monitor, for sustained periods of time;
Demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy;
Maintain regular, steady attendance.

Skills:

Typing: 60 words per minute

Experience:

Four years of responsible and varied secretarial experience, at least two years of which have been at the level of administrative secretary. Prefer public school district experience.

Note: This type of experience and training background is indicative of the kind and level most likely to be successful, and is not meant to be interpreted in an overly literal or restrictive manner in regard to alternative, equivalent backgrounds.

Education:

Graduation from high school, supplemented by additional training and/or business and secretarial coursework.

Personal Qualities:

Maturity, good work habits, sound judgment, pleasant and friendly demeanor, and willingness and ability to work under pressure and deadlines.

Personnel Services
June 30, 2000

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