

## ORANGE UNIFIED SCHOOL DISTRICT

### **ADMINISTRATIVE SECRETARY**

#### **DEFINITION**

Under direction, serves as secretary and aide to a District Administrator in an office having a major function; supervises and coordinates the work of several other office workers; coordinates the flow of communication and records; performs a variety of difficult typing, clerical and dictation duties; may act as recording secretary to administrative committees; and performs related duties and responsibilities as required or assigned.

#### **REPRESENTATIVE DUTIES**

Acts as Secretary and office aide to an administrator; takes and transcribes difficult dictation; types correspondence, memos, narrative and statistical reports, and similar materials; composes correspondence and memos from verbal instructions; compiles data and information for reports, including some research activity; arranges conferences, and may take minutes of them.

Supervises and coordinates the work of several other office workers; provides orientation and training to new employees, or for new procedures; balances out workload among various office desks, insuring that priorities and schedules are met; answers employees questions on technical and program procedures; provides leadership and office management services to staff of assigned office; maintains payroll and leave records, and recommends or approves annual leaves; evaluates employees supervised on a regular basis; reconciles employee disagreements; confers with administrator heading office, recommends changes in office procedures, and keeps supervisor informed.

Maintains operating relationship with all schools and related District offices; answers technical and procedural questions; maintains effective relationships with school administrators; follows up on information required from schools and other offices; compiles and edits Districtwide reports; organizes Board agenda materials and submits them in timely manner.

#### **ORGANIZATIONAL RESPONSIBILITIES**

Positions in this Class service District administrators. Responsibilities are distinguished by: a) direct supervision of three to six other office workers; b) the volume and complexity of activities and communications handled; c) level of administrative and/or educational policies their office applies; and d) the broad scope and sensitive nature of the program, personnel and/or organizational relationships involved.

#### **TRAINING AND EXPERIENCE**

Graduation from high school, including or supplemented by one year of college or business college training. Four years of secretarial experience, including one year of experience in a responsible secretarial position, such as Secretary or Senior Secretary in this District.

Equivalencies: Additional specialized secretarial experience may substitute for the college-level training, on a year-for-year basis. Additional college training may substitute for the general secretarial experience, on a year-for-year basis.

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**KNOWLEDGE AND ABILITIES**

Thorough knowledge of:

English, composition, grammar, spelling and punctuation; proper filing; arithmetic calculations; modern office methods, procedures, terms and equipment; vocabulary.

Good knowledge of:

Principles of training and supervision; proper methods of supervision and training; principles of staff and public relations; organization and compiling of narrative and statistical reports.

Knowledge of:

District policies and procedures; specialized office program policies and procedures; applicable sections of the State Education Code; safe working methods and procedures.

Ability to:

Supervise and train other office workers effectively; balance workload and priorities within office supervised; read, understand and explain technical and program policies and procedures; follow oral and written directions, including technical, legal policy and similar directives; establish and maintain effective relationships with school and District administrators and staff; coordinate peak load and pressure effectively; organize supervise and manage an office involved in many Districtwide programs; recommend improved office procedures; keep supervisor fully informed; perform duties of recording secretary.

Skills:

Typing: 55 wpm  
Stenography: Desirable

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

- Positions in this class perform work which is primarily sedentary.
- Positions in this class may require the mobility to stand, stoop, reach and bend. Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Positions in this class require vision (which maybe corrected) to read small print.
- Incumbents may be required to work at a video display terminal for prolonged periods; Incumbents of positions in this class may be required to attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings.