

ADULT SCHOOL SECRETARY

DEFINITION

Under general direction, performs complex clerical work, including preparing, maintaining, checking, and correcting financial and statistical records; researches, organizes, and prepares complex reports; relieves an administrator of administrative detail; assists employees with credentialing requirements; and performs related work as required.

CLASS CHARACTERISTICS

This position is assigned duties which require considerable previous experience in and a highly specialized knowledge of a particular functional area of the District and the clerical methods and procedures of the assigned office. Positions in this class carry continuing responsibility for performing administrative tasks in the development and monitoring of programs and state reports which require considerable judgment in compiling and evaluating data. Incumbents may supervise or lead other clerical employees.

EXAMPLES OF DUTIES

Prepares and processes complex materials which require the analysis of source material and a thorough familiarity with the interpretation of policies, procedures, terminology, and various applicable laws in order to obtain the necessary data and ensure timely submission of material. *E*

Compiles a variety of narrative and/or statistical reports, locating sources of information, devising forms to secure data, and determining proper format for finished reports. *E*

Reviews the work of others for accuracy and conformity to established procedures, including those who may not be assigned as subordinates but who are performing related operations in the work process. *E*

Designs forms and seeks improvements in computerized procedures, and participates in the reorganization of work procedures and assignments resulting from policy or legislative changes. *E*

Prepares and composes correspondence, statistical data, and reports as required, assuring compliance with state guidelines. *E*

Answers questions that involve searching for and abstracting data and detailed explanations, and primarily refers only matters requiring policy decisions to immediate superior. *E*

Maintains complex files; develops and implements complex record keeping procedures. *E*

Arranges for meeting rooms and distributes notices; takes meeting minutes and disseminates copies. *E*

Assists employees in obtaining Adult School certificated personnel credentialing requirements. *E*

EXAMPLES OF DUTIES (cont.)

Proofreads work performed by department clerical staff. *E*

Acts as secretary for an administrator, making appointments, screening callers, screening correspondence, initiating replies to routine correspondence, assembling information from a variety of sources, requisitioning supplies, material, and equipment, preparing schedules and relieving administrator of routine office details. *E*

Audits and monitors Adult School budgets and ADA reports. *E*

Trains and leads clerical staff as assigned. *E*

Releases information to the press, public, parents, and students. *E*

Coordinates the flow of projects and information to Information Services. *E*

Schedules and attends workshops and meetings as required. *E*

Participates in the preparation of various budgets, locating and gathering appropriate data as assigned. *E*

Prepare correspondence and reports. *E*

Arranges for travel and accommodations. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Modern office methods and procedures including the preparation of business correspondence, composition techniques, statistical reports, filing, and standard office equipment operation;
2. Applicable state laws, District policies, procedures, and other regulations governing the program or area of assigned responsibility;
3. Research and data collection procedures;
4. English usage, spelling, grammar, and punctuation;
5. Mathematical abilities sufficient for statistical record keeping and report writing;
6. Effective public relations;
7. Personal computer and job-related software programs ;
8. Methods of financial record keeping, including bookkeeping procedures; and
9. General principles of training and supervision.

Ability to:

1. Perform difficult,-complex clerical work and varied tasks, involving independent judgment and requiring accuracy and speed;
2. Independently prepare clear and comprehensive reports and keep difficult records;

Ability to (cont.)

3. Read, understand, interpret, and explain a wide variety of policies, laws, rules, and regulations to others;
4. Analyze situations and develop effective courses of action;
5. Exercise judgment and discretion in the absence of supervisors;
6. Maintain confidentiality of complex, confidential, and sensitive records;
7. Prioritize and distribute work and develop effective work flow methods;
8. Devise and adapt work procedures and record keeping systems to meet changing organizational or specialized needs;
9. Meet the public with tact and courtesy both in person and on the telephone;
10. Communicate clearly, both orally and in writing;
11. Perform financial record keeping and bookkeeping work;
12. Operate standard office equipment, personal computer, and word processing equipment using related software such as Microsoft Office or other word processing and spreadsheet programs;
13. Keyboarding with accuracy at an acceptable speed;
14. Lead and direct the work of others;
15. Understand and carry out oral and written instructions;
16. Establish and maintain effective relationships with those contacted in the course of work and;
17. Maintain work pace appropriate to given workload .

**EDUCATION**

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education.

**EXPERIENCE**

Four years of increasingly responsible secretarial experience;

or

One year of experience at or equivalent to the level of Administrative Secretary with the Huntington Beach Union High School District;

or

Two years of experience at or equivalent to the level of Senior Secretary with the Huntington Beach Union High School District.

WORKING CONDITIONS

Environment:

Office environment; subject to constant interruptions.

Physical Abilities:

Dexterity of hands and fingers to operate standard office equipment; sitting or standing for extended periods of time; reaching to retrieve and maintain files; lifting and carrying objects weighing up to 15 pounds; and hearing and speaking to exchange information in person and on the phone.

Revised: 4/88  
7/94  
5/96