

CERTIFICATED PERSONNEL SECRETARY

DEFINITION

Under general direction, assists top level administrator with administrative detail; performs complex and specialized clerical work related to the certificated personnel program; leads clerical workers; researches, organizes, and prepares complex reports; and performs related work as required.

LICENSE REQUIRED

Some positions may require possession of a valid and appropriate California driver's license and/or certificate of Notary Public.

EXAMPLES OF DUTIES

Serves as secretary to the Administrator of Certificated Personnel, scheduling appointments, receiving and routing mail, taking and transcribing dictation at meetings, answering telephones, filing, greeting visitors, and handling routine administrative detail. *E*

Manages the Certificated Personnel office, establishing work flow, assigning and reviewing work of clerical staff, and performing the more complex and specialized assignments. *E*

Computes salary and duty days for all administrative/non-instructional staff members. *E*

Reviews credentials and credential applications to determine if requirements are met and satisfy the requirements for prospective assignments. *E*

Obtains or assists applicants in obtaining verification of teaching experience. *E*

Contacts applicable state and county offices to ascertain status of credentials or interpretation of credentialing laws and regulations. *E*

Composes a wide variety of routine and difficult correspondence dealing with personnel-related matters. *E*

Schedules and obtains facilities, participants, materials, and amenities for meetings, committees, and conferences. *E*

Compiles, researches, and prepares materials for Board agenda items; organizes, attends, and takes minutes at various meetings; prepares agendas for department meetings and committees. *E*

Establishes and maintains annual, monthly, and daily calendars of activities of division. *E*

Collects and assembles information for division budget. *E*

EXAMPLES OF DUTIES (cont.)

Schedules the calendar for personnel identification pictures and cards and distributes signature cards. *E*

Schedules, trains, evaluate, and assigns work to clerical assistants. *E*

Prepares job vacancy notices; pre-screens applications for employment; sets up interview panels, schedules interviews, prepares rating sheets and interview materials and prepares follow-up letters to applicants; and interviews substitutes in the absence of supervisor. *E*

Prepares employment and change-of-status documents; processes new and terminating certificated personnel; assists current employees in obtaining or renewing credentials by advising them of credential requirements. *E*

Accesses computer to enter, extract, and arrange data. *E*

Maintains records and notifies employees of expiring credentials; submits credentials to county office for registration; maintains early retiree files and labor contract. *E*

Monitors performance evaluation schedules.

Gathers and compiles information for reports, completing periodic and special reports as assigned.

Directs the preparation of personnel directories.

Directs clerical aspects of substitute teacher acquisition and placement.

Requisitions supplies.

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Fundamentals of time management;
2. Modern office management techniques, equipment, and procedures;
3. Advanced English usage, spelling, grammar, and punctuation;
4. Modern word processing;
5. Business correspondence, report preparation, and composition techniques;
6. Basic principles of supervision and training;
7. Appropriate safety precautions and procedures;
8. Applicable state laws, district policies, procedures, and other regulations governing the area of assigned responsibility; and
9. Business math.

Ability to:

1. Perform highly responsible clerical and administrative detail work;
2. Read, understand, and interpret policies, regulations, administrative reports, contracts, and government guidelines;
3. Compose correspondence and minutes of meetings;
4. Develop calendars, schedule activities, and monitor progress to meet deadlines;
5. Establish and maintain extensive, complex filing systems;
6. Maintain strict confidentiality of privileged information;
7. Learn the vocabulary, procedures, methods, policies, and regulations of the assigned division office;
8. Work with a high level of independence and the requirement of decision making within established limits;
9. Proofread for grammar, spelling, punctuation, word usage, and content with a high degree of accuracy;
10. Operate a calculator quickly and accurately;
11. Operate and use word processing and computer equipment effectively with speed and accuracy;
12. Keyboarding with accuracy at an acceptable speed;
13. Supervise and evaluate the work of others;
14. Understand and carry out oral and written instructions;
15. Establish and maintain effective relationships with those contacted in the course of work; and
16. Maintain work pace appropriate to given workload.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education. Certification as a Certified Professional Secretary is highly desirable.

EXPERIENCE

Responsible administrative secretarial experience in an executive office which included the composition of correspondence and reports, the handling of administrative detail, considerable independence of action, a large volume of difficult typing and the maintenance of a complex filing system;

or

Experience at or above the level of High School Secretary in the Huntington Beach Union High School District.

WORKING CONDITIONS

Environment:

Office environment; subject to constant interruptions; and driving a vehicle to conduct work.

Physical Abilities:

Lifting, carrying, and pushing objects weighing up to 25 pounds; considerable bending and reaching to retrieve and maintain files; sitting for extended periods of time; dexterity of hands and fingers to operate office equipment; hearing and speaking to exchange information; and vision to analyze and assure accuracy of applications and other documents.

Revised: 7/81  
4/88  
7/94