

SENIOR SECRETARY

DEFINITION

Under general supervision, performs a wide variety of secretarial and clerical work of above average difficulty; relieves an administrator of administrative detail where appropriate; and performs related work as required.

CLASS CHARACTERISTICS

Positions in this class require prior clerical experience. They are found regularly performing responsible clerical and secretarial duties for an assistant principal in the high school or for a school district administrator who has overall responsibility for managing one organizational unit providing specific kinds of services district-wide. The Senior Secretary has responsibility for explaining routine policies, procedures, and matters of precedence to the public and for performing a full range of clerical duties. Incumbents are expected to work with little supervision and be flexible in doing assignments rather than following any specific routine. New work methods are generally developed in conjunction with supervisors.

EXAMPLES OF DUTIES

Acts as a receptionist; initiates and answers telephone calls. *E*

Makes appointments and interviews students, teachers, parents or other callers and either furnishes the desired information, refers caller to proper authority or arranges an appointment. *E*

Utilizes word processor and computer. *E*

Opens and screens incoming mail for supervisors; oversees mail outs. *E*

Composes letters independently on routine matters; types letters, reports, evaluations, instructional materials, memoranda, announcements, requests, schedules, and other materials from straight copy or rough draft; proofreads documents and reports. *E*

Attends group meetings and records the minutes at meetings. *E*

Prepares and maintains inventories, lists, and complicated schedules; maintains a calendar of appointments or events; maintains office files and records; compiles information for reports; maintains classified and certificated personnel records. *E*

Coordinates the work of the office with other district offices and/or appropriate outside organizations. *E*

Schedules meetings. *E*

Responsible for classified timecards. *E*

EXAMPLES OF DUTIES (cont.)

Prepares purchasing, warehouse, and transportation requisitions, and keeps accurate records of expenditures. *E*

Prepares data processing and equipment repair work orders; assists with inventory as assigned; orders test supplies, duplication orders, and graduation programs. *E*

Provides direction to other clerical workers and student assistants assigned to the office or school by monitoring workflow and prioritizing assignments. *E*

Type letters, reports, bulletins, and memoranda including material of a confidential nature. *E*

Arranges for and orients substitute staff and processes their timecards. *E*

Assists with a variety of routine administrative details for the supervisor. *E*

Assists with the revolving cash fund. *E*

Compiles data for reports. *E*

Assists with registration duties. *E*

Conducts class counts. *E*

Assists with the preparation of materials for board agenda. *E*

Assures proper operation of school vehicles and sends them for repair as directed. *E*

May be responsible for keys and parking permits. *E*

Collects progress report scanners as directed. *E*

Assists with personnel requisitions, account codes, and budgets as assigned. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Filing and receptionist techniques;
2. Business correspondence, report preparation, and composition techniques;
3. English usage, spelling, grammar, and punctuation;
4. Basic principles of supervision and training;
5. Modern office equipment and procedures; and
6. Business math.

Ability to:

1. Perform clerical and secretarial work of above average difficulty with accuracy and speed;
2. Learn and interpret specific rules, laws, and policies and apply them with good judgment to a variety of procedural situations;
3. Establish and maintain indexes and files;
4. Make arithmetical calculations with speed and accuracy;
5. Work under pressure, meet deadlines, and establish priorities;
6. Operate a calculator quickly and accurately;
7. Keyboarding with accuracy at an acceptable rate of speed;
8. Train and supervise the work of others;
9. Communicate effectively, both orally and in writing;
10. Operate and use word processing and computerized equipment;
11. Maintain confidentiality of privileged information;
12. Understand and carry out oral and written instructions;
13. Establish and maintain effective relationships with those contacted in the course of work;  
and
14. 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

Two years of experience performing varied clerical duties.

WORKING CONDITIONS

Environment:

Office environment; subject to constant interruptions.

Physical Activities:

Dexterity of hands and fingers to operate standard office equipment; sitting or standing for extended periods of time; bending at the waist; pushing and pulling; reaching to retrieve and maintain files; hearing and speaking to exchange information in person and on the telephone.

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