SECRETARY

DEFINITION

Under general supervision of designated administrator or department head, to perform highly skilled and responsible secretarial work. Relieves supervisor of a wide variety of office and administrative duties by planning, organizing, supervising and participating in assigned office operations; assumes office management responsibilities; performs related work as required.

DUTIES AND RESPONSIBILITIES (any one position may not include all of the listed duties nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Record Keeping/Data Base Management
Responsible for establishing and maintaining all types of office filing and record keeping systems using both manual and computer database systems; maintains complex records detailing various program activities; keeps statistics and prepares reports as necessary; initiates and completes forms which include budget requests, work orders, purchase orders, open purchase orders, conference/mileage claims, time sheets and other related forms; may maintain customer billing information; inputs and tracks purchase orders and distributes materials; maintains program budget including the monitoring of expenditures; initiates appropriate budget documents including budget transfer or revision requests; keeps abreast of county office accounting and auditing requirements; assists administrator in performing other record keeping functions as required.

Computer Document Preparation
Using a computer, creates, formats, updates, and prepares all forms of printed material including letters, memos, staff reports, handbooks, manuals, certificates, evaluation/assessment forms, flyers and other documents; answers correspondence; prepares reports from draft notes; edits documents insuring consistency with standard format; maintains database files for use in completing state reports and projects related to specific program needs; updates records for use by administrator or department head.

Communication/Customer Service
Maintains an effective communication link between department or those contacted during the normal course of duties; initiates, receives, and routes phone calls; prepares confirming letters or memoranda as necessary; assists and advises customers; researches customer inquiries; may act as liaison between customers and business services; mails and/or faxes materials requested to customers; directs customers to appropriate person or department as needed; interprets and explains program policies and procedures to the public, parents, students or other staff; may act as receptionist making appointments for administrator; independently answers routine correspondence; prepares and coordinates internal communication by preparing newsletters, flyers and/or department bulletins.
Coordination/Administrative Support
Responsible for scheduling and maintaining calendar, appointments and meetings for administrator/staff, and keeps accurate records of department activities; orders supplies and equipment for program insuring adequate levels are maintained; coordinates and organizes conferences, workshops, in-services or meetings including coordinating all calendars, arranging for rooms, setup, and refreshments, procuring and arranging for delivery of equipment and materials needed, coordinating registration, preparing and providing invitations, flyers, etc.; researches information using a variety of sources including computers and provides follow-up reports; coordinates travel arrangements for staff; operates standard office equipment and independently performs various assignments for department; prepares agendas, minutes and other related materials.

MINIMUM QUALIFICATIONS

Education and Experience
High school graduate or equivalent and two years of relevant experience or any combination of experience and training that would provide the required knowledge, skills and abilities.

Knowledge
English usage, spelling, grammar and punctuation; modern office procedures and methods; basic accounting functions; data collection and report preparation; principles and techniques used in public relations; office filing systems; and computer and database use.

Skill and Ability
Operate modern office equipment including computer, copier, typewriter and calculator; communicate effectively both in oral and written form; perform responsible secretarial and clerical work with accuracy, speed and minimal supervision; read, interpret and apply pertinent federal, state and local laws, codes and regulations including administrative and department policies and procedures; plan and organize work to meet schedules and deadlines; maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Ability
Requires sufficient hand/eye coordination and manual dexterity to use keyboard at a basic rate (45 wpm); sufficient visual acuity to recognize words, letters and numbers; speech and hearing ability to carry on conversations in person and over the phone. Ability to reach and pull materials from files and shelves. Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects (up to 30 lbs.) on an intermittent basis.

Licenses and Certificates
Valid California Driver’s License

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