

HUNTINGTON BEACH CITY SCHOOL DISTRICT

CLASS TITLE: ADMINISTRATIVE SECRETARY

BASIC FUNCTION:

Under the direction of the Director, Educational Services or Assistant Superintendent, Administrative Services, perform a variety of secretarial duties in support of that manager's office.

REPRESENTATIVE DUTIES:

Perform projects as assigned by the Director or Assistant Superintendent. *E2*

Make arrangements for staff meetings and conferences; arrange appointments and reservations; maintain minutes of staff meetings; prepare materials for staff development meetings. *E1*

Maintain important records and confidential files; complete State reports as assigned; compose correspondence or memorandums independently. *E3*

Interview callers in person and over the telephone and provide information or recommend alternate courses of action. *E3*

Operate calculators, copy machines and personal computers as required. *E1*

Compile materials and type Board items for the department. *E1*

Attend conferences and workshops to maintain current knowledge of methods and technical skills related to assigned areas. *E1*

Maintain department budget and assist with budget and accounting projects. Assist with producing District handbooks or pamphlets related to the department as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge Of:

- Modern office practices, procedures and equipment.
- Basic bookkeeping methods.
- Business correspondence, and correct English usage, grammar, spelling, punctuation and vocabulary.

- Filing methods and record-keeping techniques.
- Operation of standard office equipment.
- Operation of a computer and applicable software.

Ability To:

- Type a minimum speed of 60 words per minute.
- Understand and follow oral and written instructions.
- Develop and maintain records and files and devise improvements as necessary.
- Maintain confidentiality of information as necessary.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with minimum supervision.
- Use word processing software to generate correspondence.
- Take and transcribe dictation (preferred).
- Maintain work pace appropriate to given work load.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including coursework in office practices and procedures and five years of broad, varied and increasingly responsible experience in secretarial work. Preference will be given to candidates with two years of college or advanced secretarial coursework. Preference in employment will be given for experience in public education. Preference in employment will be given for experience in a supervisory capacity and wide contact with the public.

WORKING CONDITIONS:

Environment:

- District office environment.
- Constant interruptions of office activities.

Physical Abilities:

- Dexterity of hands and fingers to operate a computer keyboard and standard office equipment.
- Bending at the waist and reaching to retrieve files.
- Hearing and speaking to exchange information in person and on the telephone.
- Seeing to read and transcribe correspondence.
- Sitting for extended periods of time.