

## **ADMINISTRATIVE SECRETARY-DEPARTMENT/PROGRAM**

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### **Purpose Statement:**

The job of Administrative Secretary - Department/Program is done for the purpose/s of providing administrative and secretarial support to assigned Administrator; ensuring compliance of Department records with financial, legal and administrative requirements; and monitoring assigned projects and/or program components.

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### **Essential Functions**

- Attends meetings as assigned for the purpose of taking minutes and/or conveying/gathering information required to perform functions.
- Compiles data from a variety of sources (e.g. employee payroll, purchase orders, invoices, auditor requests, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Coordinates a variety of programs and/or activities (varies by assignment) (e.g. student transportation; in-house testing; workers compensation submissions; workshop registrations and related activities, parent meetings, etc.) for the purpose of delivering services in compliance with established guidelines.
- Maintains a wide variety of documents, files and records (some confidential) (machine and manual) for the purpose of providing up-to-date reference and audit trail for compliance.
- Maintains inventories of supplies and materials (e.g. reporting forms, testing materials, student musical instruments, etc.) for the purpose of ensuring items' availability.
- Prepares a wide variety of reports, documents and correspondence for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. payroll, purchase orders, expense claims, etc.) for the purpose of disseminating information to appropriate parties.
- Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and making recommendations in a variety of administrative areas.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or direction.
- Supports assigned Administrator(s) for the purpose of providing assistance with administrative functions.

### **Other Functions**

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation and office application software

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience with increasing levels of responsibility is required.

**Education** Targeted job related education that meets organization's prerequisite requirements.

**Required Testing**

- Pre-Employment Drug Screening
- Pre-Employment Proficiency Test
- Pre-Placement Physical Exam

**Certificates & Licenses**

- Typing Certificate

**Continuing Educ./Training**

None Specified

**Clearances**

- Criminal Justice/Fingerprint Clearance
- Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/24/2002

**Salary Grade**

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