

**CLASSIFICATION TITLE: *Administrative Secretary***

***Salary Range: 22***

**DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:**

Under direction to perform a variety of complex office assistance work; to relieve an administrator(s) of a variety of administrative detail work; to answer public and staff concerns; and do related work as required.

**DISTINGUISHING CHARACTERISTICS:**

Positions in this class are characterized by comprehensive program and policy knowledge of the area where their position is assigned. Also, positions are characterized by a high degree of contact with others and administrative detail responsibility. The scope of job responsibility and latitude for independent action is greater than for Office Secretary positions.

**DIRECTLY RESPONSIBLE TO:**

Appropriate administrator.

**SUPERVISION OVER:**

None; however, may be responsible for assigning, directing, and reviewing the work of other support personnel.

**ESSENTIAL 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.)

**Administrative Support:**

Manages office details by relieving the administrator of routine requests and matters; follows established rules and procedures in responding to requests and redirecting items to other staff members; transmits directives and decisions on behalf of supervisor to various employees, departments, and community leaders; recommends policy and procedure revisions; screens administrator's calls/visitors; composes correspondence independently for supervisor's signature; proofreads and edits various documents; maintains administrator calendars and schedules related appointments; makes arrangements for conferences, workshops, and inservices; creates brochures, flyers, forms, charts, reports formats, and other materials; collects and maintains evidence for formal program reviews; orders and maintains office supplies and equipment ensuring adequate levels are maintained; may record/transcribe meeting minutes and maintain records of meetings; may compile and distribute spelling bee packets and coordinate schedule with parents; coordinates, monitors, and expedites the completion of special projects, assignments, and activities; opens and sorts mail; serves as backup for other positions in the department; may assign work to subordinates; attends meetings and trainings as necessary.

**Recordkeeping/Budgets:**

Assists the administrator in various phases of the budget process including the development of budget projections, monitoring of expenditures and income, and analyzing budget printouts and reports; maintains all types of office filing and record keeping systems using both manual and computer database systems; collects, organizes, and analyzes data and prepares reports; initiates, completes, and processes forms which include budget requests, purchase orders, work orders, conference/travel claims, mileage claims, time sheets and other related documents; initiates and monitors the purchasing process including verifying adequate funding, completing requisition and purchase order forms; contacts vendors to evaluate and research products; may prepare contracts with various individuals and agencies.

**Customer Service:**

Interviews office visitors and telephone callers, answering inquiries, responding to concerns, and referring them to other staff as appropriate; maintains an effective communication link between departments and those contacted during the normal course of duties; assists and advises customers; researches customer inquires; interprets and explains department policies and procedures to the public or other staff.

**MINIMUM QUALIFICATIONS:**

Education:

Sufficient formal and/or informal training to provide the ability to read and write at a level consistent with the requirements of the position.

Training and Experience:

Any combination of training and/or experience which demonstrates ability to perform the duties as described.

Knowledge of:

Standard secretarial procedures and office management techniques; English grammar, punctuation, spelling and proofreading; business formats; record keeping and filing systems; general finance and accounting principles; computer communication systems; standard office equipment; effective telephone techniques.

Skill and Ability to:

Communicate effectively both in written and oral form with diverse groups; prepare concise and accurate written communications; interpret and implement policies and procedures and operations in the absence of supervisor; analyze situations and take appropriate action regarding routine procedural matters without immediate supervision; operate various standard office equipment to complete work assignments; operate various computer and standard office equipment to prepare documents and complete work assignments; operate a computer to perform at a level which allows for the maintenance of a complex database and management information system; learn a variety of hardware/software and adapt to hardware/software changes; utilize time management techniques to organize and prioritize work; coordinate a variety of projects simultaneously; read, interpret, research, explain, and apply laws, rules, regulations, policies, and procedures relating to department business; ability to accurately record/transcribe meeting minutes; maintain confidentiality and security of sensitive information and files; maintain cooperative working relationships.

Physical Requirements:

The usual and customary methods of performing the job functions requires the following physical demands: Occasional lifting up to 25 lbs, carrying, pushing and/or pulling; some stooping, kneeling, crouching; reaching, handling; manual dexterity to operate a telephone and enter data into a computer; facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation; facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation; facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation; facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation; when applicable, facility to determine and differentiate colors with or without reasonable accommodation; when applicable, facility to drive an automobile or to arrange a consistent method of transportation.