

CLASSIFICATION TITLE: *Administrative Secretary, Confidential*

Salary Range: 12

DEFINITION:

Under direction to perform a variety of complex office assistance work; to relieve administrators 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 that of Office Secretary and School Secretary positions. Further difference, which is greater than that of an Administrative Secretary, includes working on employer-employee relations which normally requires access to confidential information that is used to contribute significantly to the development of management positions.

DIRECTLY RESPONSIBLE TO:

The Executive Assistant to the County Superintendent in the Administrative Services Department, or the Assistant Superintendent in the Business Services Department.

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; 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 and completes forms which include budget requests, purchase orders, work orders, conference/travel claims, mileage claims, time sheets and other related forms; 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.

Supply Maintenance/Services Management

Assists departments in the evaluation of supplies and services as needed; obtains competitive price quotes; assists with the preparation and implementation of formal bids; negotiates procurement details with vendors; provides and coordinates product and service trial periods or demonstrations as required; resolves conflicts concerning materials or services at the department and vendor levels; coordinates delivery and installation; confirms with customer that all products are received in condition consistent with original

request or bid; coordinates returns and/or repairs of products; recommends the most appropriate and cost effective alternatives; maintains current knowledge of new products and services.

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.