

ORANGE UNIFIED SCHOOL DISTRICT

SENIOR SECRETARY

DEFINITION

Under general direction, performs complex and responsible secretarial and clerical functions; relieves administrator of clerical and administrative detail by coordinating, organizing, leading, and participating in the various operational aspects of the administrator's assignment; and other related work as required.

REPRESENTATIVE DUTIES

- Serve as a personal secretary and office management aide dealing with a variety of sensitive and privileged matters.
- May coordinate and lead the staff activities of the administrator's office, including the organization, planning, layout, and development of work accomplishment time lines.
- Prepare or coordinate the preparation of information and data requested for administrative review.
- Attend meetings and conferences as requested and take and transcribe notes into summary form.
- Take and transcribe correspondence, memoranda, reports, and other communicative documents that include technical terminology requiring a familiarity with legal mandates, policies, regulations, and operational procedures affecting the administrator's functional responsibilities.
- Interpret policies, regulations, and operation procedures to those persons contacting the administrator's office either by telephone or through personal visitation.
- Act as a receptionist and office management aide to the administrator, including the answering of routine inquiries and correspondence, maintaining an action calendar, scheduling appointments, conference and meetings, and a variety of other operational details.
- Establish and maintain complex manual and automated alphabetical, numerical, and subject matter files and data that may include sensitive and privileged data.
- Utilize modern office equipment, including micro-computers, computer terminals and related application software.
- Coordinate, organize, and provide technical input into the performance evaluation of the office clerical staff.
- Assist with budget planning and expenditure control procedures.
- May assist with a variety of personnel management activities, including the preparation of time reports, certification follow-up, personnel recruitment and selection processes, and other similar functions and activities.

QUALIFICATIONS

Good knowledge of:

- Procedures, methods, strategies, and techniques pertaining to the operation of a chief administrator's office;
- Modern office practices, trends, and procedures, standard office equipment and modern data management, storage, and retrieval systems;

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- Legal mandates, policies, regulations, and procedures which govern the administrator's operational processes;
- English usage, spelling, grammar, and manuscript and report formatting;
- Effectively and efficient communication techniques, strategies, and procedures.
- Safe working methods and procedures.

Ability to:

- Coordinate, organize and monitor the clerical functions of the administrator's office;
- Effectively and efficiently perform highly responsible clerical/secretarial and administrative aide functions and activities;
- Compile data and information, and prepare comprehensive reports;
- Communicate effectively in oral and written form;
- Establish and maintain a complex data management, storage, and retrieval systems using micro-computer and computer terminals;
- Type or keyboard at a net corrected speed of 50 words per minute;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative relationships and maintain a calm and tactful manner.

PHYSICAL DEMANDS

- The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.
- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry push, pull, or otherwise move objects.
- This type of work involves sitting a portion of the time, but will involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skills would be:

Experience:

Three years of highly responsible secretarial experience, preferably in an educational organization.

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in office management, advanced secretarial skill areas, public relations or related areas.