



Sulphur Springs Union School District

Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School
Leona Cox Community School
Pinetree Community School

Fair Oaks Ranch Community School
Mint Canyon Community School
Sulphur Springs Community School

Golden Oak Community School
Mitchell Community School
Valley View Community School

ADMINISTRATIVE SECRETARY

DEFINITION

Under direction, to perform specialized administrative staff work and responsible administrative secretarial duties to support a complex district program; to plan and organize office activities and work flow and coordinate communication for a major district division; to serve as administrative Secretary to an Assistant Superintendent; to interpret and apply knowledge of policies, rules, regulations, procedures, programs, and organization to specific situations and issues; and to do other related work as directed.

CLASS CHARACTERISTICS

Positions in this class are differentiated from the class of Secretary by the assignment to perform complex administrative level secretarial work in a division office, by the assignment of varied responsible administrative staff work, and by the assignment to act and make decisions on behalf of the administrator in accordance with instructions, precedent, established policies, and procedures, an understanding of the programs, an understanding of the philosophy, plans and priorities of the administrator, and the application of good judgment. Incumbents are regularly assigned administrative staff assignments and special projects which are performed independently and which require initiative, the development of an in-depth understanding of specialized areas of the work, and an advanced level of computer technology skill. Positions in this class are designated confidential under the provisions of the EERA. Incumbents are assigned to participate in the employer's labor relations activities by compiling data, taking notes of meetings and performing administrative support work which requires access to the employer's position on labor relations matters.

EXAMPLES OF DUTIES

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

Organize and manage the work flow of the office, assuring efficiency and quality of administrative support operations; relieve the administrator of responsible administrative detail; plan, develop, improve, and implement processes to complete assigned projects and ongoing operations of the division office; coordinate work of the office with departmental offices of the division, work of other divisions, and the Office of the Superintendent.

Perform specialized administrative staff work and special assignments; serve as an informational resource in areas of assigned responsibility; collect information, statistical data, and backup material; prepare and edit instructional materials, statistical, financial, and administrative reports and correspondence for approval; investigate and respond to a wide range of complaints; respond to media, public, staff and governmental agency requests for information; prepare division items and reports for board agenda; prepare meeting agendas, attend meetings, take and transcribe minutes; send meeting notices and reminders.

Receive, review and process "Use of Facility Requests", arrange for staff coverage, assign space and applicable fees; prepare agreements for use of facilities, prepare bids, advertisements, bid opening, and notification of successful bidder; prepare agreements, contracts, and bonds; receive school monthly student attendance reports, screen for accuracy, enter to computer and prepare District student

attendance report; receive and process student accident, fire, vandalism, safety, safety, cleanliness, and crime reports, enter data, follow-up for information and action, and use information to prepare periodic District reports; receive workers' compensation reports, process claims, and refer to carrier; monitor carrier handling of claims; request, check and file certificates of insurance; generate invoices for facility fees and rent; receive and process Developer Fees; receive checks, match to invoices, enter to accounting system, and prepare for deposit; place orders for computers and other equipment; receive purchase orders, match to requisitions and prepare for signature by Assistant Superintendent; reconcile bank statements; process requests for computer repair, notify appropriate vendor, arrange pick-up and delivery; generate monthly invoices for day care centers, use of facilities, custodial services; receive and distribute weekly accounting reports to sites; generate yearly land use agreements for Board approval; distribute and tabulate the results of surveys.

Prepare applications for special funding and grants; work with mentor teachers, curriculum committees, and other groups on projects; keyboard, organize and assemble instructional materials, reports, and other materials; prepare purchase requisitions for new textbook adoptions and other materials; coordinate professional development, special events, and other large group meetings, performing functions such as contacting presenters and preparing consulting agreements, scheduling facility for meeting, arranging catering and furniture, preparing materials for distribution, maintaining registration records, and arranging substitutes.

Participate in meetings related to assigned projects and functions and attend meetings on behalf of the administrator as assigned; prepare executive summaries and official minutes of meetings; remain current in areas of assignments and in areas of special interest to the administrator; screen professional literature and bring important issues and developments to the attention of the administrator and appropriate staff.

Compose and keyboard correspondence including that of a confidential nature from notes, rough drafts, and verbal instructions; keyboard union contracts and negotiation notes of a confidential nature; enter information into microcomputer using advanced functions of word processing, graphics, desktop publishing and spreadsheet software; interpret data processing information; may develop macros and automated systems for information handling.

Monitor division, state and federal grant and program budgets; prepare and maintain up-to-date logs of budget expenditures and account balances for the assigned programs.

Interview callers in person and on the telephone; receive complex and technical verbal messages and reports from attorneys, consultants, auditors, and others to be provided to the supervisor in written summary or orally; determine the urgency and priority of messages and requests for meetings and telephone contact with the supervisor; maintain calendar of the supervisor, use initiative and discretion in scheduling and rearranging appointments and establishing meeting and appointment schedules requiring contacts within and outside the district, and in resolving varied conflicts; schedule employment interviews.

Make conference registration, travel, and hotel arrangements; screen and refer callers to other individuals, as appropriate.

Provide information to administrators, other employees, students, parents and the public as necessary; interpret and explain State and Federal laws and guidelines, policies, programs,

rules, and procedures; maintain an understanding of the programs and functions of the supervisor and their relation to the district/program operation as a whole.

Open, sort, and route mail; order, receive, inventory, store, and distribute office supplies and forms; operate a variety of office machines and equipment, such as computer terminal, microcomputer, printer, electronic typewriter, postage meter, and photocopier; maintain a variety of confidential, privileged, and sensitive information, files, and records.
Serve on assigned committees and teams.

Participate in District mandated training and retraining programs.

Perform related work as required.

QUALIFICATIONS

Knowledge of:

School district organization, operations, policies, and objectives.

Fundamentals of administrative procedures and process development, data/quality control, work scheduling and office organization.

Advanced office procedures, including filing systems, record keeping systems, business correspondence, and reporting formats.

Advanced computer terminal and microcomputer operating techniques related to administrative and financial record keeping, databases, text processing, reporting and presentations.

English composition, usage, syntax, spelling, grammar, and punctuation.

Applicable sections of the State Education Codes and other applicable laws.

Budget administration.

Public and customer relations principles and practices.

Business mathematics.

Computer remote terminal and microcomputer operations.

Ability to:

Perform responsible administrative staff work and complex administrative secretarial duties in a complex organizational structure.

Plan and organize workflow, schedules, and procedures for the administrative office of a complex, multi-departmental and multi-functional division.

Carry on several simultaneous assignments, with close attention to schedules and deadlines.

Analyze problems accurately and adopt an effective course of action.

Work independently, with little direction, exercising good judgment in relieving the administrator of important administrative details and communication.

Gather and organize complex material and summarize in understandable narrative, graphic, and statistical form for discussion or action.

Compose and edit a wide range of narrative reports, correspondence, bulletins, agenda items, and similar materials.

Read, interpret, explain, and follow rules, regulations, policies, and procedures.

Maintain confidentiality of sensitive or privileged information.

Operate computer terminals, microcomputers and peripheral equipment and use of advanced functions of standard and specialized computer software with efficiency and accuracy.

Make arrangements for meetings, workshops, and conferences.

Develop and maintain effective record management systems.

Make arithmetic calculations with speed and accuracy.
 Communicate effectively both orally and in writing.
 Keyboard at 60 words per minute net from clear copy.
 Take dictation (shorthand or keyboard) at 60 words per minute and transcribe accurately.
 Understand and carry out oral and written instructions.
 Establish and maintain an effective working relationship with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is equivalent to completion of high school and three years of responsible administrative secretarial experience involving extensive use of office automation at an advanced level and the independent performance of administrative staff work. Completion of an Associate of Arts degree or certificate in business administration, office automation, secretarial science, or a field related to the duties of the position may be substituted for two years of the required experience.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Sulphur Springs Union School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS

ASSOCIATED TASKS

Vision: (which may be corrected)

Read small print

View a computer screen for prolonged periods
 correspondence

Hearing: (which may be corrected)

Understand speech over a telephone

Understand speech during a public meeting

Speech:

Speak with a level of proficiency and volume to be understood over a telephone

Speak with a level of proficiency and volume to be understood in a face-to-face conversation

To Perform Tasks Such As To:

Read and prepare correspondence and reports

Maintain records and compose

To Perform Tasks Such As To:

Answer telephones, take messages, and schedule meetings

Take minutes and attend meetings

To Perform Tasks Such As To:

Answer telephones, take messages, and schedule meetings; discuss processes and procedures

Communicate with staff, sites, public, and vendors

Upper Body Mobility:

Use hands and fingers to feel, grasp, and manipulate small objects ,manipulate fingers, twist and bend hands at wrist and elbow
 Extend arms to reach outward and upward
 Use hands and arms to lift objects

Turn, raise, and lower head

Lower Body Mobility:

Sit for prolonged periods of 2 hours

Strength:

To lift, push, pull and/or carry objects which weigh reports

as much as 5 pounds on a frequent basis

To lift, push, pull and/or carry objects which weigh as much as 25 pounds on a infrequent basis

To Perform Tasks Such As To:

Perform keyboard data entry; record information on manual records

Reach for reference materials
 File and retrieve records; pass documents to be signed to board members
 Look from computer screen to desk top

To Perform Tasks Such As To:

Compose correspondence and perform data entry

To Perform Tasks Such As To:

Pick up reference books, binders, and reports

Set up materials for meetings

Environmental Requirements:

Constant work interruptions

Work independently

Work cooperatively with others

Work inside

To Perform Tasks Such As To:

Respond to telephone calls and answer questions from vendors, staff, and public
 Perform all duties with limited supervision
 Coordinate meetings and resolve problems; explain and gain compliance with program requirements
 Perform all duties in an office setting

Mental Requirements:

To read, write, understand, and apply moderately complex information

Math skills at a high school level

Comparing

Compiling

Coordinating

Judgment

Learn quickly and follow written/verbal procedures and standards

Decision-making

To Perform Tasks Such As To:

Prepare agreements, applications, reports; and correspondence
 Prepare budget and expense reports
 Review reports for accuracy; screen documents
 Gather data and prepare reports
 Schedule meetings, reserve facilities, and schedule transportation
 Maintain confidentiality of privileged information; decide what Information to use in answering questions
 Perform all duties without constant monitoring

Apply policies, regulations, and other standards in a wide range of circumstances

Rank information in order of importance

Listen

Write/compose at a moderate level

Accomplish duties in a timely and organized manner

Understand concerns of staff, public, and vendors; demonstrate/explain procedures

Compile reports and correspondence