

Job Title: ADMINISTRATIVE SECRETARY I

Definition:

Under general supervision of an Assistant Superintendent and direct supervision of a Director or Coordinator, performs a wide variety of secretarial and complex clerical duties related to the specialty area of the department.

Distinguishing Characteristics:

This classification is distinguished from others in this series in that the incumbent performs a variety of secretarial and complex clerical work where special knowledge and independent judgment is required.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Transcribe information, reviews incoming correspondence, types reports, memoranda, and statistical data.
2. Composes department correspondence.
3. Answers phones and responds to inquiries
4. Maintain files.
5. Attends committee meetings and other meetings, takes and transcribes minutes.
6. May direct clerical assistance when necessary.
7. Compiles statistical data and keeps records involving operation.
8. Develops and maintains files and inventories.
9. Performs other related duties as assigned.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Modern office and secretarial procedures
- Efficient record-keeping techniques
- Computer and related software
- School and District policies and procedures
- Use of the various State Government Codes

Skill and Ability to:

- Perform secretarial and clerical work involving independent judgment and requiring accuracy and speed
- Develop and maintain a variety of records
- Mathematical computation with speed and accuracy
- Keyboard accurately at a speed of not less than 50 wpm on a five-minute test
- Take dictation at speed required by management
- Maintain effective and cooperative working relationships with fellow workers, supervisors and departments

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- Maintain professional confidentiality
- Operate various office machines including computer and related software.

Training and Experience:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: high school diploma or equivalent, and business training and four years of increasingly responsible stenographic or clerical experience. School District experience preferred.

Physical Requirements and Working Conditions:

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform work which may required sitting for prolonged periods
- Perform lifting, pushing, and /or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to inside environmental conditions.
- May be required to attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings.
- May be required to work at a computer terminal for prolonged periods.
- May be required to take and pass physical examination.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

Range: 33

PHYSICAL REQUIREMENT INFORMATION

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing		X	
Walking		X	
Bending (neck)			X
Bending (waist)	X		
Kneeling	X		
Reaching	X		
Stooping	X		
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling	X		

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Lifting				Carrying		
	Rarely (0-1.5HPD)	Occasional ly (1.5 – 3HPD)	Frequently (3 – 6HPD)	Rarely (0-1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0–10 lbs.		X			X	
11–25 lbs.		X			X	
26–50 lbs.	X			X		
51–75 lbs.	X			X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise		X	
Interpret Data			X
Organize			X
Write			X
Plan		X	
Multi-Task			X

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally(1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone			X
Copier			X
Computer			X