



REVISED: Submitted:
07/17/2019 07/16/2019

JOB TITLE:	SECRETARY I ADMINISTRATIVE
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IA, GRADE 10
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8642
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

Assumes direct responsibility and provides administrative assistance to the supervisor in departmental/divisional management activities. Responsible for ensuring primary confidential secretarial support. Implements system-wide procedures and policies. Work assignments are performed independently and include a wide variety of situations that must be resolved.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Performs confidential administrative secretarial duties to support the responsibilities of the department
- Routes incoming/outgoing communications taking action in routine situations and determines action to respond to non-routine situations
- Receives, initiates, screens, and facilitates telephone communications responding to routine requests which have standard technical and non-technical answers selecting relevant information from a variety of sources interpreting and adapting where needed
- Maintains supervisor's calendar, establishes appointment priorities, schedules and reschedules appointments; arranges for conferences and meetings and arranges for staff representation in absence of supervisor; anticipates, prepares and assembles material
- Composes correspondence requiring knowledge of technical matters
- Anticipates, requests and assembles information needed for periodic or special reports, correspondence, documents, and inquiries
- Establishes and maintains office files and reports, requisitions supplies, forms, maintenance and other services as required, and operates computers, printers and other equipment as required
- Arranges appointments and meetings and makes travel arrangements for the supervisor
- Works closely with and gives general direction to clerical support staff shifting duties to accommodate work loads
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Five (5) years of successful secretarial-related experience
- Ability to demonstrate proficiency in the use of computers
- General overall knowledge of school system
- Ability to handle administrative details independently

Effective communication skills

DESIRABLE QUALIFICATIONS

Extensive knowledge of office practice, procedures, and applications
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Ability to work well with people

Experience in a diverse workplace
