

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	ADMINISTRATIVE SECRETARY	2.1.7
Effective Date	Job Title	Index

PURPOSE

To improve student achievement by performing a wide variety of responsible, moderately complex and sensitive clerical duties for a Program Manager; and to provide administrative support to the department.

CLASS CHARACTERISTICS

Positions in this classification perform responsible and moderately complex clerical and administrative support duties for a District program in an administrative setting. This class is the first in the administrative series and is distinguished from the Office Specialist series by the greater complexity and/or size of the program or operation served and the greater responsibility for performing routine administrative support duties. May be responsible for assigning and coordinating the work of subordinate clerical classifications within the same work unit. Clerical or secretarial duties include more direct support of a high level administrator.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor/administrator. Methods of performing tasks are largely within the discretion of the employee. Work is reviewed primarily through results obtained.

May exercise technical and functional guidance over clerical staff.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

NOTE: Actual job duties may vary based on department and/or program.

Providing clerical and administrative staff support to assigned supervisor/administrator; maintaining records for a significant program within the department to which assigned.

Interpreting and explaining department and district policies, rules, and regulations in response to inquiries; referring inquiries as appropriate.

Performing routine accounting and bookkeeping tasks; tracking expenditures and compiling expenditure reports for program area as required.

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Researching, compiling and assembling various administrative reports, forms and summaries; maintaining current and appropriate administrative files and records.

Planning, assigning and reviewing the work of assigned clerical personnel; assisting in evaluating employee performance as required.

Typing, proofreading and editing a variety of documents and reports; maintaining files related to a variety of sensitive personnel actions.

Coordinating travel arrangements; maintaining appointment schedules and calendars; arranging meetings and conferences.

Responding to requests for information not requiring the supervisor/administrator's attention; composing routine correspondence.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Work organization and research techniques sufficient to collect, analyze, and interpret data

Principles and practices of basic bookkeeping

Principles and practices of complex record keeping

Organization, procedures and operating details of the department to which assigned

English usage, spelling, grammar and punctuation

Modern office methods, procedures and office computer hardware and software

Principles and practices of business letter and report writing

Ability to:

Plan, organize, prioritize and complete assigned tasks in a timely and efficient manner

Recognize the limits or responsibilities and authority related to administrative support assignments

Research a variety of documents and compile and distribute relevant information in the form of memos, letters, or reports

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If required, assign work to subordinate clerical staff and monitor its timely and accurate completion

Operate a computer with integrated financial system access and use sophisticated word processing and spreadsheet software to create record/document formats, enter and retrieve data, maintain complex records, and generate documents. Operate various office machines

Perform routine administrative duties without specific instruction and with a reasonable degree of independent judgment and decision-making

Learn and understand the organization and operation of other departments and of outside agencies as necessary to assume assigned responsibilities

Evaluate sensitive situations carefully and adopt effective courses of action

Compile information, maintain extensive records and prepare reports

Interpret, apply and explain a wide range of policies, rules and procedures

Work effectively in a team environment

Multi-task with the ability to adapt quickly to changing situations

Communicate clearly and concisely, both orally and in writing with a variety of people, answering questions and gathering and exchanging information

Type at a speed necessary for successful job performance

Maintain confidentiality of information and exhibit a high level of professionalism

Establish and maintain effective working relationships with those contacted in the course of work

Travel to district sites as required

Provide excellent customer service

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Experience:

Four years of progressively responsible clerical and administrative support experience in a sophisticated office setting.

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Training:

Equivalent to the completion of the twelfth grade.

Work Environment:

Climate controlled office setting with exposure to minimal to moderate noise intensity levels depending on work location.

Moderate to high level of contact with district personnel and outside agencies/community depending on job assignment.

Physical Requirements:

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Administrative Secretary

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____