

Administrative Secretary - Confidential

Purpose Statement

The job of Administrative Secretary - Confidential is done for the purpose/s of providing administrative and secretarial support to assigned administrative personnel; coordinating activities of assigned administrative personnel; monitoring assigned activities; assisting with administrative matters requiring knowledge of department policies and procedures and related County Office rules and regulations; planning, organizing, coordinating office activities and communications for assigned site or department; training and providing work direction to staff; and providing information, recommendations and/or direction as requested by assigned administrator.

This job reports to Assigned Administrator

Essential Functions

Assures timely communications between department, County Office employees, outside agencies, Board of Education and others as necessary for the purpose of providing timely and necessary communication.

Attends a variety of meetings as required (e.g. preparing agendas, minutes and packets, etc.) for the purpose of ensuring organization and sharing of information.

Compiles reports (e.g. special projects; statistical information, etc.) for the purpose of ensuring timely completion of necessary reports, following county, state, federal regulations.

Greets visitors, staff, administration (e.g. greeting visitors and answering telephone, providing information and/or redirecting visitors and callers, providing detailed information regarding County Office and department programs, etc.) for the purpose of ensuring accurate communication.

Maintains a variety of confidential and non-confidential manual and electronic lists and records (e.g. purchase orders, time sheets, expense reimbursements, etc.) for the purpose of providing up-to-date information and/or documentation in accordance with established administrative guidelines and legal requirements.

Maintains confidentiality of sensitive information (e.g. collective bargaining agreements, union negotiations, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.

Monitors a variety of activities on behalf of assigned administrator (e.g. professional growth, termination/separation of employees, seniority lists, medical leaves, staff evaluations, employee attendance, etc.) for the purpose of ensuring processes are implemented and completed in compliance with established policies and guidelines.

Oversees website and social media accounts (e.g. format, content, maintenance, etc.) for the purpose of maintaining current and accurate information.

Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.

Prepares a variety of documents (e.g. correspondence, agendas, minutes, event programs, brochures, reports, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.

Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.

Responds to a variety of inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information or direction and/or facilitating communication among parties.

Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations, recruitment and selection process, facility usage, etc.) for the purpose of making necessary arrangements for assigned administrator.

Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; oral and written communication skills; business telephone etiquette; interpersonal skills; basic budget monitoring and control methods; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; policies, objectives and terminology of assigned program or functional area; principles and practices of training; applicable sections of the State Education Code; modern office practices, procedures and equipment.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; being attentive to detail; establishing and maintaining effective working relationships; working as part of a team; maintaining records; preparing reports; scheduling and coordinating arrangements; working independently; coordinating office processes; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

6/21/2017

Salary Grade

35