

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ADMINISTRATIVE SECRETARY II (Range 24)

BASIC FUNCTION:

Under the direction of a Director, Administrator or comparable level supervisor, provide assistance with varied and complex secretarial and clerical support services to assist with administrative detail; organize office activities and coordinate flow of communications for the assigned supervisor; train and provide work direction to clerical and secretarial personnel as assigned.

DISTINGUISHING CHARACTERISTICS:

The Administrative Secretary series is used for bargaining unit secretarial positions. The Executive Secretary series is used for confidential positions. The Administrative Secretary I classification reports to a District office Coordinator, Manager, Assistant Director or comparable level supervisor and performs a broad range of administrative support activities for an assigned program or office. The Administrative Secretary II classification reports to a District-level classified or certificated Director, Executive Director or comparable level supervisor and performs a broad range of administrative activities in support of a more complex function with substantial District-wide impact. The Administrative Secretary III class reports to an Assistant Superintendent.

REPRESENTATIVE DUTIES:

Perform a wide variety of complex and responsible secretarial and clerical duties to assist the coordinator or supervisor with administrative and clerical detail; organize office activities and coordinate flow of communications for assigned supervisor. *E*

Research and compile a variety of information; compute statistical information for various federal, State and District reports; process and evaluate a variety of forms related to assigned area. *E*

Receive visitors, including administrators, staff, parents and the public and provide information or direct to appropriate personnel; provide detailed and technical information concerning policies and procedures where judgment, knowledge and interpretation of procedures and regulations are required. *E*

Assure timely communications between assigned office and District employees; make phone calls to receive and transmit information; resolve problems as appropriate; refer difficult situations to supervisor. *E*

Type a variety of materials including inter-office communications, applications, requisitions, forms, letters, special projects, legal documents and other materials; establish and maintain project and confidential files. *E*

Administrative Secretary II

E = Essential Duty

Salary Range increased (7/1/16) based on Comparability Study – Board Approved 5/31/16

Schedule and attend a variety of meetings; prepare and send out notices of meetings; maintain appointment calendar; collect and compile information for meetings, projects and workshops; prepare Board agenda items and related materials. *E*

Maintain a variety of complex personnel records, lists, files and records including confidential materials; administer payroll for department including completion and submission of time sheets as directed; assure confidentiality of information and records. *E*

Provide secretarial and clerical assistance to other staff as necessary; order and maintain supplies and materials; prepare purchase requisitions. *E*

Receive, open, sort, screen and distribute incoming mail; compose correspondence independently or from oral direction for supervisor's review. *E*

Operate a variety of office equipment such as typewriter, calculator, dictation equipment and duplicating machines. *E*

Operate a computer terminal, microcomputer and peripheral equipment to record information and generate lists, reports and other materials; utilize word processing and other software as required. *E*

Train and provide work direction to clerical and secretarial personnel as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District organization, operations, policies and objectives.

Applicable sections of State Education Code and other applicable laws.

Department organization, rules and programs.

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Operation of office machines including computer equipment.

Technical aspects of field of specialty.

Methods of collecting and organizing data and information.

Business letter and report writing techniques.

ABILITY TO:

Perform complex and responsible secretarial support duties requiring initiative and good judgment.

Work independently with little direction.

Type at 45 words net per minute from clear copy.

Analyze situations accurately and adopt an effective course of action.

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Compose independently or from oral instructions letters, memos, bulletins or other material.
Establish and maintain cooperative and effective working relationships with others.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Operate various office equipment such as typewriter, computer terminal and printer, copier and calculator.
Make arrangements for meetings, workshops and conferences.
Maintain a variety of filing systems.
Maintain records and prepare reports.
Meet schedules and time lines.
Plan and organize work.
Train and provide work direction to others.
Communicate effectively both orally and in writing.
Attend meetings, conferences and workshops.
Complete work with many interruptions.
Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by course work in secretarial science or related field and three years of increasingly responsible secretarial experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer terminal and office equipment.
Speaking to exchange information.
Seeing to assure accurate and complete correspondence.
Reaching to retrieve and maintain files.
Sitting for extended periods of time.

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