

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

---

<b>TITLE:</b>	Administrative Secretary I	<b>REPORTS TO:</b>	Administrator or Executive Director
<b>DEPARTMENT:</b>	Varies	<b>CLASSIFICATION:</b>	Confidential
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	12 Months
<b>BOARD APPROVAL:</b>	June 17, 2009	<b>SALARY:</b>	T-36/Confidential Salary Schedule

---

**BASIC FUNCTION:**

Under the direction of an Administrator or Executive Director, perform responsible and complex secretarial services to assist with administrative and clerical detail to meet the needs of sites/departments and students; organize assigned activities and coordinate flow of communications in a timely manner to the District and the general public; provide work direction to assigned staff.

**REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Plan, organize and coordinate office functions and activities in a timely manner to relieve the administrator of routine clerical details to serve the needs of the sites/departments and community. *E*

Prioritize duties including telephone requests, correspondence, internal communications, and reporting requirements. *E*

Receive and screen callers and visitors to ensure timely delivery of communication to appropriate staff, sties/departments or outside individual/group; provide information concerning District policies and procedures or direct to appropriate staff. *E*

Communicate with District staff or families in a timely manner on confidential or sensitive issues according to established guidelines and procedures. *E*

Ensure timely and accurate communications between assigned office and other departments and agencies; type a variety of correspondence and materials. *E*

Compose correspondence independently or from rough draft or oral instructions; prepare materials related to collective bargaining, Board agenda items and labor relations activities. *E*

Research, analyze and compile information and compute accurate statistical data for federal, State and District reports and special projects as assigned. *E*

Maintain and ensure timely and accurate scheduling of calendar, meetings, conferences and appointments; schedule travel accommodations as required. *E*

Maintain comprehensive records; maintain confidentiality of information and records for the protection of students and staff; prepare reports and files, including those of a confidential nature. *E*

Actively participate in a variety of meetings, take notes and record proceedings using dictation skills, or computer notebook; prepare and send out notices; collect and compile information; prepare and distribute minutes, reports or contracts. *E*

Operate a variety of office equipment. *E*

Provide clear direction and expectations to assigned staff. *E*

Perform related duties as assigned.

**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.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Current office practices, procedures and equipment.

Operation of a Computer and data entry techniques.

Software programs including but not limited to word processing, spreadsheet, and basic presentation graphics.

Correct oral and written usage of English, grammar, spelling, punctuation and vocabulary.

Education Codes, Board policies and District regulations related to assigned activities.

Interpersonal skills using tact, patience and courtesy.

Accurate record-keeping techniques.

Telephone and receptionist techniques and etiquette.

Department operations, procedures, specific rules and precedents of the office.

District goals.

**ABILITY TO:**

Operate a computer terminal to enter data, maintain records and generate reports, memorandums and letters.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Accurately maintain records and prepare reports.

Effectively communicate and understand both orally and in writing.

Establish and maintain cooperative and effective working relationships with a diverse range of people.

Learn new or updated computer systems/software programs to apply to current work.

Organize and prioritize to meet schedules and time lines.

Type at 40 words net per minute.

Communicate using patience and courtesy in a manner that reflects positively on the organizational unit.

Work confidentially and independently with many interruptions.

Determine appropriate action within clearly defined guidelines.

Provide instruction and direction to assigned staff.

Actively participate in meeting District goals and outcomes.

Analyze and synthesize information for accurate data reporting to support district goals.

Apply integrity and trust in all situations.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; constant interruptions; contact with dissatisfied individuals; intermittent noise; repetitive activities.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, dexterity to operate a computer and other standardized office equipment; sitting for extended periods of time; reaching overhead, above the shoulders and horizontally, bending at the waist and kneeling or crouching to retrieve files from cabinets and shelves; hearing and speaking to exchange information in person or on the telephone; seeing to read various documents related to assigned activities; lifting light objects.

Fresno Unified School District is an Equal Opportunity/Affirmative Action Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

*E= Essential Functions*

**APPROVALS:**

\_\_\_\_\_  
Kim Mecum, Associate Superintendent  
Division of Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Michael E. Hanson  
Superintendent

\_\_\_\_\_  
Date