

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Administrative Secretary II	REPORTS TO:	Assistant Superintendent
DEPARTMENT:	Varies	CLASSIFICATION:	Confidential
FLSA:	Non-Exempt	WORK YEAR:	12 Months
BOARD APPROVAL:	June 17, 2009	SALARY:	T-40/Confidential Salary Schedule

BASIC FUNCTION:

Under the direction of an Assistant Superintendent, perform responsible, technical and complex secretarial services to assist with administrative and clerical detail to meet the needs of sites/departments and students; organize and coordinate office activities and coordinate flow of communications in a timely manner to the District and the general public; provide training and 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 operating procedures, communications and administrative support of office functions and activities in a timely manner to relieve the administrator of routine administrative and clerical details to serve the needs of the sites/departments and the 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 detailed and technical information concerning District policies and procedures and established guidelines. *E*

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

Develop procedures to expedite transmittal of information and facilitate implementation of policies and programs; assure timely communications. *E*

Make telephone calls to verify, receive or transmit information; receive, open and screen incoming mail; independently compose replies according to established guidelines and procedures. *E*

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

Research, analyze and compile information and compute 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; prepare and send out notices; collect and compile information; take notes and record proceedings using dictation skills, or computer notebook; prepare and distribute minutes. *E*

Train and provide clear work direction and expectations to assigned staff. *E*

Operate a variety of office equipment. *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 four years of increasingly responsible secretarial experience.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current office practices, procedures and equipment.
Software programs including but not limited to word processing, spreadsheet, and 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 to enter data, maintain records and generate reports, memorandums and letters.
Read, interpret, apply and explain rules, regulations, policies, objectives and procedures.
Accurately maintain records and prepare reports.
Effectively communicate and understand both orally and in writing.
Train and provide work direction to others.
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.
Understand and work within scope of authority.
Determine appropriate action within clearly defined guidelines.
Work confidentially and independently with many interruptions.
Analyze and synthesize information for accurate data reporting to support district goals.
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.
Actively participate in meeting District goals and outcomes.
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