

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

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<b>TITLE:</b>	Administrative Secretary III	<b>REPORTS TO:</b>	Associate Superintendent or Cabinet-level Administrator
<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-46/Confidential Salary Schedule

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**BASIC FUNCTION:**

Under the direction of an Associate Superintendent or Cabinet-level Administrator, perform advanced-level secretarial duties requiring independent judgment and analysis; plan, organize and coordinate activities in a timely manner to meet the needs of sites/departments and students; communicate to the District and the general public to relieve the administrator of routine administrative duties; assign and direct the work of staff as needed.

**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 duties to serve the needs of the District and the community. *E*

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

Interpret and apply rules and regulations as appropriate; coordinate communications, obtain and provide information in a timely manner to meet the needs of the District and the community; coordinate activities and resolve issues. *E*

Research, review, correct and compile a variety of information; verify data for accuracy, completeness and compliance with established procedures; analyze and summarize information to compile accurate reports. *E*

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

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

Coordinate, compile and prepare Board or Cabinet agenda items; compose and type a variety of correspondence and written materials independently or from oral or written instructions. *E*

Respond to requests for information regarding District programs, policies, procedures and regulations; receive complaints and respond according to established procedures and guidelines. *E*

Open, sort, read and route mail; independently compose replies; process administrative details not requiring immediate attention of the administrator. *E*

Actively participate in meetings, take notes, and prepare minutes using dictation skills or computer notebook; provide summaries of action taken and maintain confidential records and files. *E*

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

Prepare and maintain a variety of records, logs and files, including information of a confidential nature; maintain confidentiality of information and records for the protection of students and staff. *E*

Operate a variety of office equipment. *E*

Assign and direct the work of other clerical employees as assigned; provide clear direction and expectations to staff in order to provide quality services to the sites, departments and outside agencies.

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science or a related field and five years of increasingly responsible administrative 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 presentation graphics.  
Education Codes, Board policies and District regulations related to assigned activities.  
Interpersonal skills using tact, patience and courtesy.  
Accurate record-keeping techniques.  
Correct oral and written usage of English, grammar, spelling, punctuation and vocabulary.  
Telephone 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 and procedures.  
Accurately maintain records and prepare reports.  
Analyze and synthesize information for accurate data reporting to support district goals.  
Effectively communicate and understand both orally and in writing.  
Train, assign, direct and review the work of 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.  
Work independently and confidentially with many interruptions.  
Prioritize and schedule work 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.  
Determine appropriate action within clearly defined guidelines.  
Accurately compile and verify data and prepare reports.  
Organize, coordinate and oversee office activities.  
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:**

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Kim Mecum, Associate Superintendent  
Division of Human Resources

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Date

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Michael E. Hanson  
Superintendent

\_\_\_\_\_  
Date