JOB DESCRIPTION
Grossmont Union High School District

ADMINISTRATIVE SECRETARY (CONFIDENTIAL)

Purpose Statement:

The job of Administrative Secretary (Confidential) is done for the purpose/s of providing secretarial support to a school or department; communicating information to staff, the public including vendors, and other districts; ensuring compliance with financial, legal and administrative requirements; and providing information and/or direction as may be requested. Incumbents in this classification provide students, staff and the public with information through the performance a wide variety of secretarial services which directly supports learning.

This job reports to Assigned Administrator

Essential Functions

- Coordinates a variety of programs and activities for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance to established guidelines.
- Greets visitors for the purpose of responding to their inquiries and/or directing them to appropriate personnel.
- Maintains a variety of manual and electronic documents, files and records (e.g. quantitative records, reports, etc.) for the purpose of documenting activities, providing reliable information, and complying with district, state and federal requirements.
- Maintains inventory of office supplies and materials for the purpose of ensuring the availability as required.
- Oversees assigned personnel (e.g. office workers, student workers, etc.) for the purpose of providing guidance in the completion of their work function and/or ensuring compliance with school and district practices.
- Performs record keeping general and program specific clerical functions (e.g. copying, faxing, filing, reports, inventory, ordering supplies, etc.) for the purpose of supporting assigned administrator and/or site with necessary materials.
- Prepares written materials (e.g. minutes, reports, messages, letters, memos, email, schedules, instructions, newsletters, calendars, handbooks, bulletins, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. orders, mail, office supplies and equipment, etc.) for the purpose of disseminating information to appropriate parties.
- Researches a wide variety of topics (e.g. current practices, policies, etc.) for the purpose of providing information for addressing a variety of administrative requirements.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, other schools, parents, public, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Supports assigned administrative personnel for the purpose of providing assistance with administrative functions.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.
- Attends meetings as assigned for the purpose of taking minutes, conveying and/or gathering information required to perform functions.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; performing standard bookkeeping; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: business telephone etiquette; concepts of grammar and punctuation; basic accounting; office software applications; business terminology; safety practices and procedures; and District practices, policies and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. In working with others, 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 to significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working with detailed information/data; and working with frequent interruptions.

Responsibility

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

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% 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.

Required Testing

As required for position

Certificates & Licenses

Current Typing Certificate at an acceptable rate of speed.

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status	Approval Date	Salary Grade
Non Exempt	11/10/2005	Confidential 52