



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

February 2021
Revised Job Description
Board Approval: March 1, 2021

Administrative Secretary

Definition

Under general direction, to act as a confidential secretary to an Assistant Superintendent or equivalent level administrator; to assist and relieve an administrator of technical, clerical and administrative details; and to do related work as required.

Essential Duties and Responsibilities

- Acts as confidential secretary to an Assistant Superintendent or equivalent level administrator, assisting and relieving the administrator of technical, clerical and administrative details;
- Reports and memoranda;
- Independently composes a variety of correspondence;
- Assembles and prepares material for agenda items;
- Types a variety of materials including correspondence, narrative and statistical reports, contracts and forms;
- Gathers data and information and assumes responsibility for replying to various requests, inquiries and questionnaires;
- Researches assigned topics and prepares required reports;
- Assembles a variety of budget related information;
- Screens visitors and schedules appointments for the assigned administrator;
- Maintains a variety of complex, interrelated records and files;
- Sorts, indexes, records and files a variety of information;
- Completes a variety of forms and posts financial and statistical information to records;
- May serve as secretary to a variety of committees;
- Collects material and information for a variety of topics;
- Makes travel and conference reservations and arrangements;
- Serves as liaison between administrator and other District officials;
- Reviews and checks documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations;
- Gives out information in person or by telephone where judgment, knowledge and interpretation of policies and regulations are necessary;
- Opens, reviews and distributes mail and identifies and refers matters to the assigned administrator in order of priority;
- Operates a variety of office equipment and appliances;
- Orders and maintains inventory of office supplies and equipment;
- As requested, attends meetings of the Board of Education;
- May train and supervise the work of assigned staff.

Training and Experience

- Four years of increasingly responsible secretarial or clerical experience involving frequent public contact.

Knowledge of

- Modern office practices and procedures;
- Correct English usage, spelling, grammar and punctuation;
- Modern filing and indexing methods;
- Principles of letter and report writing;
- Basic methods used in financial and statistical recordkeeping;
- Basic computer skills;
- Organization, functions, rules, procedures and programs of the department or office where assigned;
- Office machines and equipment.

Ability to

- Perform responsible typing, secretarial, receptionist and clerical work involving the use of independent judgment;
- Interpret and apply policies, laws, rules and regulations;
- Compose correspondence on own initiative;
- Carry out assignments with minimal supervision;
- Assemble data and prepare reports;
- Make arithmetical calculations with speed and accuracy;
- Analyze situations accurately and adopt an effective course of action;
- Meet the public tactfully and courteously and answer basic policy questions in person and over the telephone;
- Establish and maintain cooperative relationships with those contacted during the course of work;
- Operate a computer;
- Type at a speed of 55 words per minute from clear copy;
- Basic principles of employee training and supervision.

This position will be paid on the appropriate step of the Classified Management salary schedule:

- Range 675X
- 12 months