



May 2014

### Associate Secretary (Confidential)

#### Definition

Under general supervision, working in the Superintendent's office, to perform a wide variety of secretarial, clerical, and technical duties and to do related work as required.

#### Distinguishing Characteristics

Secretary classifications are used for responsible secretarial positions at the District level. The difference between the Secretary I/Secretary II and Associate Secretary classifications is primarily in: 1) the confidential nature of the Associate Secretary position, which reports directly to the Superintendent and assists and is supervised by the Superintendent's Executive Assistant; 2) the additional requirements that the Associate Secretary attend various District functions and meetings during and outside of regular work hours; 3) prepare and finalize all Board agenda and reference items, including setting up and attending all Board meetings; 4) the Associate Secretary will perform tasks requiring knowledge of Districtwide organizations, programs, policies, rules, and areas of operations, as well as the exercise of independent judgment; and 5) have extensive knowledge in computer applications and graphic programs, including but not limited to, Microsoft Word, Excel, PowerPoint, Photoshop, QuarkXPress, etc.

The Associate Secretary position is characterized by a wide variety of secretarial and clerical tasks; coordination of the Superintendent's calendar and activities with various other District departments, programs, and activities; the exercise of judgment and initiative over a broad range of situations and alternatives; maintaining confidentiality in sensitive matters; and frequent contact with non-District individuals, agencies, and organizations requiring tact and diplomacy.

#### Examples of Duties

- Serves as a secretary in the Superintendent's office, and assists the Superintendent's Executive Assistant with a variety of administrative, clerical, and technical duties;
- Arranges and schedules a variety of meetings and conferences;
- Attends, during and outside of regular work hours, meetings and other functions, including meetings of the Superintendent's Cabinet, Districtwide administration/management, school site personnel, divisions/departments, the PTA, and various ongoing or ad hoc committees; takes and transcribes minutes from these meetings;
- Assists with preparation and assembles agenda materials for Board meetings and other functions;
- Prepares electronic slides, written materials, and other data for presentations by the Superintendent to the Board and other groups within and outside of the District;
- Transcribes material from handwritten notes or voice recording equipment, including material of a confidential nature;
- Composes correspondence independently or from general oral or written instructions;

#### Associate Secretary (Confidential) - contd.

- Collects and compiles statistical and financial data and other information for inclusion into special and periodic reports;
- Prepares a variety of electronic mail communications, reports, memoranda, and other materials including material of a confidential nature;
- Records and makes appointments, maintains Superintendent's calendar, and makes travel arrangements;
- Establishes and maintains complex, interrelated filing systems and records;
- Serves as a liaison between the Superintendent and other administrators, districts, officials, and community members;
- Reviews and checks documents, records and related forms for accuracy, completeness, and conformance to applicable rules and regulations;
- Reviews reports and maintains records of expenditures; assists in preparing budget estimates;
- Provides information in person or by telephone where judgment, knowledge, and interpretation of policies and regulations are necessary;
- Opens, date-stamps, and distributes mail and identifies and refers matters to the Superintendent or appropriate designee in order of priority;
- Serves as receptionist to the Superintendent's office, receives visitors, sets up appointments, screens visitors and telephone calls, and refers to appropriate staff members;
- May make recommendations on improved office and department procedures;
- Operates a variety of office equipment and software programs;
- Orders and maintains inventory of office supplies and equipment;
- Performs other duties as assigned.

#### Required Qualifications

##### Knowledge of:

Correct English usage, spelling, grammar, punctuation, and arithmetic;  
Comprehensive computer skills;  
Modern office techniques, including letter and report writing;  
Modern office equipment and software;  
Receptionist and telephone techniques;  
Methods and techniques of public relations;  
Modern filing systems and practices;  
General and specific school district organization, policies, rules, and programs;  
Personnel policies, job descriptions, and collective-bargaining provisions.

##### Ability to:

Learn and apply specific rules, policies, and procedures of the District and the Superintendent's office within the context of Districtwide practices;  
Interpret and apply District policies relating to employer-employee relations;  
Analyze situations accurately and adopt an effective course of action;

Prepare correspondence and reports from general instructions or marginal notes;

Associate Secretary (Confidential) - contd.

Plan, coordinate, and perform the activities of the District office;  
Establish and maintain cooperative relationships with those contacted during the course of work;  
Communicate effectively with individuals at all levels of responsibility within the District and with members of the community;  
Maintain confidentiality of sensitive information, data, and communications;  
Be available to assist the Superintendent or designee outside of regular work hours;  
Operate a variety of standard office equipment;  
Operate a computer, including supporting software applications;  
Type at a speed of 45 words per minute from clear copy.

Training and Experience:

Progressively responsible clerical/secretarial experience.

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

- Range 659X
- 12 months