

CLASSIFICATION TITLE: *Office Secretary*

Salary Range: 15

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:

Under direction performs a wide variety of difficult clerical and secretarial functions for administrator or instructional personnel. Performs other related duties as required.

DIRECTLY RESPONSIBLE TO:

Appropriate department administrator as assigned.

SUPERVISION OVER:

None; however, may assign work and provide technical direction to other department support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Customer Service:

Maintains an effective communication link between department or unit and those contacted during the normal course of business; initiates, receives, and routes telephone calls; assists and advises customers; researches customer inquiries; mails and/or faxes materials requested to customers; directs customers to appropriate person or department as needed; interprets and explains department/unit policies and procedures to the public, parents, students, or other staff; may act as receptionist.

Office/Administrative Support:

Using a computer, creates, formats, updates, and prepares correspondence including letters, memos, reports, handbooks, manuals, certificates, flyers, bulletins, forms and other documents; independently answers routine correspondence; prepares reports from draft notes or transcription; prepares agendas and other meeting related materials; takes, types and distributes meeting minutes; edits documents; researches information using a variety of sources including computers and provides follow-up reports.

Responsible for scheduling and maintaining calendars, appointments and meetings for administrator/staff; coordinates and organizes conferences, workshops, in-services or meetings including coordinating calendars, arranging for rooms, setup, and refreshments, procuring and arranging for delivery of equipment and materials needed; coordinates travel arrangements for staff; arranges for maintenance/repair of site equipment/building as directed; orders supplies and equipment for department or unit insuring adequate levels are maintained; may sort and distribute mail; attends meetings as required; operates standard office equipment.

Record Keeping:

Responsible for establishing and maintaining all types of office filing and record keeping systems using both manual and computer database systems; maintains complex records detailing department or unit activities; keeps statistics and prepares reports as necessary; initiates and completes forms which may include budget requests, purchase orders, work orders, conference/travel claims, mileage claims, time sheets and other related forms; budget codes invoices/bills and sends to County Office for payment; may collect monies to forward to financial services for material/services provided by department/unit; assists administrator in performing other record keeping functions as required.

Special Projects:

Provides interpreting services as appropriate.

MINIMUM QUALIFICATIONS:

Education:

Sufficient formal and/or informal training to provide the ability to read and write at a level consistent with the requirements of the position.

Training and Experience:

Any combination of training and/or experience which demonstrates the ability to perform the duties as described.

Knowledge of:

Standard clerical procedures and office operations; English grammar, punctuation, and spelling; business formatting of documents; basic research techniques; computer and database use; standard types of office filing systems; proper telephone etiquette; basic arithmetic functions.

Skill and Ability to:

Operate standard office equipment including computer, copier, typewriter, and calculator, etc.; accurately prepare, create, edit and design memos, reports, letters, forms and other documents; utilize computer equipment at a level which allows for the maintenance of a complex database and management information system; communicate effectively both in oral and written form; organize and prioritize work; read, interpret, and apply rules, laws, and procedures; follow instructions; work independently; maintain the confidentiality and security of sensitive information and files; deal effectively with students, parents, staff, and the general public.

Other:

Bi-lingual skills desirable.

Physical Requirements:

The usual and customary methods of performing the job functions requires the following physical demands: Occasional lifting up to 25 lbs, carrying, pushing and/or pulling; some stooping, kneeling, crouching; reaching, handling; manual dexterity to operate a telephone and enter data into a computer; facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation; facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation; facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation; facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation; when applicable, facility to determine and differentiate colors with or without reasonable accommodation; when applicable, facility to drive an automobile or to arrange a consistent method of transportation.