

Placer County Office of Education  
360 Nevada Street  
Auburn, CA 95603

### **ADMINISTRATIVE SECRETARY**

#### **General Purpose:**

An Administrative Secretary is responsible to the County Superintendent and works under the direct supervision of the assigned program administrator. The Administrative Secretary provides administrative support; assists in coordinating activities of assigned administrative personnel; ensures compliance under area of responsibility with financial, legal and administrative requirements; and provides information and recommendations as may be requested by assigned administrator.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required:

- Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Compiles data from a variety of sources (e.g., payroll, employment records, budgets, tests, etc.) for the purpose of complying with financial, legal and administrative requirements.
- Maintains and monitors department budgets, monitors balances and keeps accurate financial records, and records courses of action to program administrator.
- Composes documents (e.g., standardized correspondence, bulletins, etc.) for the purpose of documenting events, providing and/or requesting information.
- Coordinates a variety of programs and/or activities (e.g., task assignments, meetings, site in-service day activities, workshops, travel and accommodations, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance of established guidelines.
- Evaluates situations (e.g., involving other staff, students, parents, the public, outside agencies, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Maintains documents, files and records for the purpose of providing up-to-date information and audit trail for compliance.
- Maintains inventory of supplies and materials for the purpose of ensuring items availability.
- Monitors and coordinates assigned department activities (e.g., attendance accounting and record keeping) and ensures compliance with established financial, legal and/or administrative requirements.
- Prepares written materials (e.g., reports, memos, letters, and presentations).
- Processes documents and materials for the purpose of disseminating information to appropriate parties.
- Researches a variety of topics (e.g., current practices, policies, education codes, budget discrepancies) in a variety of administrative areas.
- Provides specialized leadership and training to department secretarial support staff and any substitute clerical positions.

## **ADMINISTRATIVE SECRETARY/PAGE 2**

### **Minimum Qualifications:**

#### **Employment Eligibility:**

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

#### **Education:**

- High school diploma or equivalent.
- AA degree preferred.

#### **Experience:**

- Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain knowledge and abilities would be: five years of broad, varied, and increasingly responsible secretarial experience preferably including at least two years in a public education setting.

### **Knowledge, Skills and Abilities:**

- Knowledge to perform basic math including calculation of fractions, percents and/or ratios.
- Knowledge to interpret written procedures and write routine documents.
- Knowledge to speak clearly and understand multiple step instructions.
- Skills to perform non-technical tasks with an occasional need to upgrade skills due to changing job conditions.
- Skills in Microsoft Office Suite and specialized department software applications.
- Skills in filing and record keeping procedures.
- Ability to schedule a number of activities, gather, collate and/or classify data and coordinate a number of factors in the use of equipment.
- Ability to work with others under a variety of circumstances (i.e., deadlines, multiple projections, shifting priorities).
- Ability to analyze data utilizing defined but different processes.
- Ability to operate equipment using various methods of operation.
- Ability to work with diverse individuals and/or groups with minimum supervision.
- Ability to work with data of different types and/or purposes.
- Ability to utilize a variety of job related equipment.
- Ability to problem solve, analyze issues, create plans of action and reach solutions.
- Ability to type at a rate of 60 words per minute from clear, legible copy.
- Ability to learn specialized department software applications.

### **Required Testing:**

- Applicants may be tested on skills applicable to position.

### **Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a typing certificate for 60 net wpm issued within the last two years.

**ADMINISTRATIVE SECRETARY/PAGE 3**

**Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

**Work Environment:**

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

**Physical Requirements:**

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- 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.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

**FLSA Status:** Non-exempt

**Employee Group:** Classified

**Salary Grade:** 29.5

Reviewed and Approved:

Supervisor: \_\_\_\_\_ Date: 9-3-15

Human Resources: \_\_\_\_\_ Date: 9/3/15