



Irvine Unified School District

ADMINISTRATIVE SECRETARY

DEFINITION:

Under general supervision of a district administrator, to perform skilled secretarial and clerical work; to relieve the administrator of a wide variety of routine administrative and office duties; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS:

Positions in this class are generally found at the district office in a department having responsibilities for broad functions. These positions are distinguished by the complex nature of assigned duties, public contact, and multiple task management. Incumbents must become thoroughly familiar with program procedures and are expected to exercise a high degree of initiative and independent judgment in solving problems.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Organizes and expedites the flow of work through a major district office responsible for a large or major program.
- Performs a wide variety of skilled secretarial and clerical work, including typing, proofreading, filing, checking, and recording information. Establishes and maintains record systems and files.
- Communicates with a wide variety of staff and community members.
- Arranges and schedules meetings, appointments, and interviews.
- Screens calls and visitors; screens incoming correspondence routed to administrator for priority and background information.
- Types and maintains a heavy volume of complex and confidential reports. Compiles reports, handbooks, and special projects from a variety of sources.
- Independently composes correspondence, answers inquiries, and supplies information on a wide range of technical and program matters for administrators, teachers, staff, and the public.
- Performs specialized secretarial duties designed to relieve supervisor of clerical detail.
- Takes and/or transcribes dictation for a wide variety of subjects.
- Coordinates work of other staff members to ensure timely completion of work and that records are complete and accurate.

QUALIFICATIONS GUIDE

Knowledge of:

- Correct English usage, spelling, grammar and punctuation.
- Current technology and software applications including word processing, presentation preparation, spreadsheet/database, and Internet access.
- Current office organization, procedures, and practices.
- District policies, rules and regulations applicable to the department.
- Business letter writing and basic report preparation.
- Principles and procedures of record keeping.
- Receptionist and telephone techniques.

Ability to:

- Perform a variety of complex clerical and secretarial work involving use of independent judgment and requiring accuracy and speed.
- Devise or adapt office procedures in response to changing organizational needs.

- Make clear and comprehensive reports and keep complex records.
- Proficiently operate standard office equipment.
- Read, understand, and explain technical policies and materials.
- Analyze situations accurately and make decisions in procedural matters without immediate supervision.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships with those contacted in the course of work.
- Type at a net corrected speed of 50 words per minute.

Training and Experience:

Equivalent to the completion of the twelfth grade, supplemented by courses in office practices. Four years of increasingly responsible office experience, which has included the exercise of independent judgment, preferably including experience in a public school setting or school district office, or any combination of training and experience that could likely provide the desired knowledge and abilities.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually moderate.

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