



Irvine Unified School District

CONFIDENTIAL SECRETARY

DEFINITION:

Under general supervision of location administrator, serves as office manager to relieve administrator of a wide variety of office and routine administrative duties by planning, organizing, supervising and participating in the clerical operations related to the assigned functions of the location; and to perform related work as required, including those responsibilities of a confidential nature dealing with employee/employer relations and related personnel matters.

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

- Performs a wide variety of clerical and secretarial work including typing, proofreading, filing, checking and recording information, much of which is of a confidential nature.
- Organizes and expedites the flow of work through a major district office responsible for a large or major program.
- Performs technical duties which require special training and experience in order to apply legal and policy regulations to specific situations.
- Screens calls and visitors, making appointments with appropriate staff members.
- Receives and attempts to resolve complaints through knowledge of departmental policies and general District rules and regulations.
- Answers independently **inquiries** and supplies information on a wide range of technical and program matters for administrators, teachers, staff and the public.
- Communicates with a wide variety of staff and community members.
- Develops procedures to expedite transmittal of information or to facilitate implementation of policies, programs or directives.
- Composes independently correspondence on a wide range of subjects, requiring a knowledge of procedures and policies of the District.
- Types a variety of reports and forms requiring considerable interpretative judgment, much of the material being of confidential nature.
- Takes and transcribes dictation for a wide variety of subjects, including information of a confidential and sensitive nature.
- Coordinates work of other staff members to determine that records are complete and accurate.
- Perform a specialized secretarial duties designed to relieve supervisor of clerical detail and assists in performing minor administrative duties.
- Supervises other clerical workers as directed.

QUALIFICATIONS GUIDE:

Knowledge of:

- Correct English usage, spelling, grammar and punctuation; fundamental mathematical calculation.
- Current technology, software applications, office methods, procedures and equipment, including receptionist and telephone techniques.
- District policies, rules and regulations applicable to the location.
- Methods used in preparing statistical reports.
- Numerical, alphabetical and subject matter filing systems.
- Principles of supervision and training.

Ability to:

- Perform a variety of complex secretarial work involving use of independent judgment and requiring accuracy and speed.
- Relate well to a variety of individuals including staff, students and the general public.
- Set up and maintain filing systems.
- Understand and apply complex policies and rules.
- Coordinate the work of others.
- Understand and carry out oral and written instructions.
- Maintain cooperative relationships with those contacted within the course of work.

Training and experience:

Equivalent to completion of the twelfth grade, supplemented by additional training in office organization and secretarial skills. Five years of increasingly responsible secretarial experience, which has included the exercise of independent judgment, preferably including experience in a school system, or any combination of training and experience that could likely provide the desired knowledge and abilities.

Requirements:

Clerical/keyboarding test required.

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, reach with hands and arms, and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand.

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

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.

The noise level in the work environment is usually moderate.

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