

KING CITY UNION SCHOOL DISTRICT

ADMINISTRATIVE SERVICES SECRETARY

CLASSIFICATION: Classified

SALARY LEVEL: See CSEA Bargaining Unit Position Range List WORK

YEAR: 260 Days

DEFINITION:

Under the general direction of the Director assigned, provide varied high-level secretarial and administrative duties to relieve the Director of administrative and clerical detail at the district office; organize office activities and coordinate the flow of communication for the Director; assure smooth and efficient office operations.

SUPERVISOR:

Director of Assigned Department(s)

POSITIONS SUPERVISED:

None

QUALIFICATION REQUIREMENTS:

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

MAJOR DUTIES AND RESPONSIBILITIES:

The following is a list of duties that is representative of the position that includes but is not limited to:

- Understands and executes complex oral and written instruction
- Uses computers and other office equipment
- Maintains accurate, current records, files electronic information and district database
- Prepares letters, reports, memos and other documents from oral and written instructions with accuracy and appropriate format
- Possesses confidentiality and good judgement in district and personnel matters
- Communicates with employees and the public in positive and productive manner
- Explains administrative policies and procedures to the staff and public as needed
- Attends meetings as appropriate
- Maintains policies, procedures and other district handbooks
- Assists with the coordination of The Department. Uses correct English usage, spelling, grammar and punctuation.

- Maintains confidential and clerical files
- Uses appropriate telephone techniques
- Schedules meetings and appointments for administrators, acts as office manager for assigned Department
- Assists in organization of meetings, conferences and staff development activities including registration of staff and applicable business office registration processes
- Duplicates and assembles materials for various district staff training
- Coordinates agenda preparation, recording and distribution of minutes
- Completes necessary processes and paperwork for department activities such as time sheets, conference forms, reimbursement forms, or PIN forms
- Updates District Calendar
- Gathers data from numerous sources and compiles informational and statistical reports in accordance with general written or oral instructions, makes mathematical calculations for categorical project forms/ reports related to such matters as personnel, pupils, programs, supplies and equipment
- Order supplies/ materials; maintain inventory records of supplies/ materials; prepare purchase requisitions and process invoices; prepare supplies/ materials for distribution
- Assists in the revision of forms and documents used in the office

OTHER DUTIES:

Performs other job-related duties as required.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift up to 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination of education equivalent to a high school diploma • Any combination of education and experience equal to three years of intermediate clerical experience which provides the applicant with the required knowledge, skills, and abilities to successfully perform the job duties.

Knowledge of:

- Modern office procedures and practices, including filing systems, reception and telephone techniques, and letters and report writing techniques.
- Computer application software that includes word processing, database and spreadsheets, and personal communication data devices.
- Standard arithmetic and business English usage, spelling, grammar, punctuation, and report and/or letter writing.

Skills and Abilities:

- Performs clerical work of intermediate to advanced difficulty with accuracy and without close supervision
- Interact with and maintain cooperative relationships with those contacted in the course of work
- Demonstrate positive interpersonal skills using tact, patience and courtesy
- Handle information in a discreet and confidential manner
- Prioritize and complete all work with minimum supervision and ensure accurate records and documents are completed and updated within required timelines
- Utilize and apply the technology of word processing database, and spreadsheet applications
- Type 55 words/minute
- Communicate clearly and concisely in English, both orally and in writing
- Operates standard office machines including but not limited to computer scanner, copier, tablets, including ability to maintain and troubleshoot routine maintenance
- Perform mathematical calculations with speed and accuracy
- Plan, formulate, and execute clerical procedures and directives in accordance with assigned duties and office policies
- Analyze situations accurately and adopt an effective course of action
- Exercise reasonable judgement in unusual circumstances
- Work both independently and function effectively within a team setting
- Use a vehicle to visit school sites or travel within Monterey County to attend meetings

Licenses and Certifications:

- Possession of an appropriate, valid California Driver's License with evidence of insurability

Desirable Qualifications:

- Experience in a public education environment
- Knowledge of legal requirements related to general and special education