Administrative Secretary

DESCRIPTION

This is a secretarial position of an administrative nature, involving responsibility for general departmental management. Employees in this class perform a variety of complex secretarial/clerical, and administrative duties requiring comprehensive knowledge of the departmental program. The administrative secretary exercises independent judgment and action, including making frequent decisions in accordance with delegated responsibilities from assigned supervisor. Primary emphasis is placed upon relieving the supervisor of administrative details by preparing considerable correspondence, compiling and summarizing data into concise form and by preparation of reports. An employee in this class receives guidance from a supervisor and is expected to exercise considerable tact, discretion, and judgment. The employee may be required to train and supervise other clerical personnel. Performance is evaluated periodically.

ESSENTIAL JOB FUNCTIONS

- Performs experience level secretarial tasks of a confidential nature including but not limited to producing letters, reports, memorandums, etc. via the computer; makes photocopies, files, distributes mail, etc.
- Communicates in a positive and effective manner with staff, students, co-workers, parents and/or visitors
- Answers telephone communications and record messages
- Other duties as assigned.

EXAMPLES OF WORK

- Composes letters, memorandum, develops charts, graphs, and diagrams
- Answers telephone, takes messages and answers inquiries within assigned scope of responsibility
- Schedules appointments, maintains calendar, allocates supervisor’s time
- Schedule meetings and reserve rooms for meetings
- Distributes mail
- Prepares materials for workshops, conferences, meetings, duplicates/collates
- Maintains files and financial records
- Transcribes dictation
- Prepares and expedites purchase orders and direct payments, etc.
- Maintains attendance reports, leave records, trip records and logs
- Proofreads and edits
- Prepares reports
- Maintains and processes forms
- Assists with the preparation, calculation, and execution of the budget
- Orders, distributes, and keeps an inventory of supplies
- Performs other duties assigned.
REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

- Maintain a high level of confidentiality
- Manage an office, supervise and train other office personnel
- Communicate clearly and concisely in both written and oral form
- Perform clerical and administrative tasks quickly and accurately
- Coordinate daily activities and/or schedule
- Work independently and organize complex clerical tasks
- Ability to be flexible and adaptable in a variety of situations
- Excellent copy editing and proofreading skills
- Remain calm under trying circumstances and work with frequent interruptions
- Maintain various organizational systems needed at the school or department
- Maintain efficient office procedures and a system for keeping track of requested actions and reports
- Type from rough draft and keyboard at an efficient rate of speed
- Meet strict timelines and perform multiple tasks
- Work harmoniously with individuals and groups of employees
- Maintain financial records and make basic math computations quickly and accurately
- Skill and knowledge in the operation, use and care of office equipment
- Knowledge of business English, spelling, punctuation and grammar
- Knowledge and proficiency in the use of technology (i.e. computers, word processing, database spreadsheet programs and power point)
- Accomplish work responsibilities with minimum supervision
- Knowledge and ability of record keeping methods, keyboarding and preparation of correspondence
- Knowledge of the functions of the various parts of the assigned department
- Knowledge of alphanumeric filing systems, inventory control methods and methods commonly used in the training for acquiring clerical skills.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE

High school graduate or equivalent and five years of clerical/secretarial experience, with a minimum of two years at the level of secretary.

OR

A.A. Degree in Secretarial Science and three years of clerical/secretarial experience, two years of which must have been at the level of Secretary.

REQUIRED LICENSES AND CERTIFICATES

None

*Equal opportunity employer*

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