



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Avenue - Hemet, CA 92545 - (951) 765-5100

ADMINISTRATIVE SECRETARY I

JOB SUMMARY

Under general supervision or direction, to perform a wide variety of clerical, secretarial and/or technical duties; to manage site staff as assigned by the supervisor; Assignments in this class are characterized by the performance of a wide variety of clerical and secretarial work for management staff; perform essential job duties and responsibilities and other related work as may be required.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Perform a wide variety of secretarial duties for one or several administrative staff members
- Maintain an administrator's calendar;
- Interview callers, often with urgent or important business, in person or by telephone, and choose among alternative courses of action including routing them to other administrative or professional personnel;
- Schedule appointments; screen incoming correspondence, refer to appropriate staff member for reply, and follows up to insure that reply deadlines are met;
- Prepare correspondence including material of a confidential and sensitive nature, statistical data, and reports as required;
- Answer questions that involve searching for and abstracting data and detailed explanations, and primarily refers only matters requiring policy decisions to immediate supervisor;
- Take minutes at group meetings; compose and answer correspondence independently, requiring a thorough knowledge of the District's procedures and policies; gathers, writes, and edits materials for bulletins, and notices; assist supervisor in preparing and arranging committees and other meetings;
- Prepare and type Board agenda items relative to assigned department;
- Maintain a variety of budgets and prepare expenditure reports;
- Establish and maintain a variety of files including student's confidential files, special education, pre-school and GATE files;
- Act as liaison and initial contact person for other departments, schools and agencies for requesting records and student information data;
- Prepare and submit a variety of unduplicated reports such as for student enrollment counts and attendance records;
- Operate a variety of office equipment including a computer, printer, scanner, calculator, copy/fax machine;
- May keep payroll, time, attendance and other personnel reports;
- May direct the work of clerical assistants;
- Perform other related work as may be required.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

- The functions; organization, rules, procedures and programs of the administrative office to which assigned;
- Modern office procedures and practices including filing systems, receptionist telephone techniques, and software programs;
- Basic budgetary principles and practices;
- Office machines and equipment including the use of a computer;
- General public relations;
- Correct English usage, spelling, grammar, vocabulary, and punctuation.

Ability to:

- Perform complex secretarial and clerical work involving the use of independent judgment
- Maintain strict confidence concerning job related information;
- Accurately interpret and apply District policies, procedures and regulations;
- Independently make clear and comprehensive reports and keep difficult records;
- Learn, interpret, and explain or apply a wide variety of policies, laws, rules and regulations to others;

HEMET UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE SECRETARY I
(Continued)

EMPLOYMENT STANDARDS (Continued)

Ability to: (Continued)

- Use discretion and tact when handling confidential records and sensitive matters;
- Analyze situations and develop effective courses of action;
- Make arithmetic calculations with speed and accuracy;
- Communicate clearly, both orally and in writing;
- Manage multiple tasks;
- Carry out assignments with minimal supervision;
- Learn and utilize new and current technologies;
- Type or keyboard at net corrected speed of 45 words per minute;
- Understand and carry out oral and written directions;
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Education: Equivalent to graduation from high school, including or supplemented by course work in the areas of secretarial science or related areas.

Experience: Two (2) years of increasingly responsible clerical and/or secretarial experience, preferably including some experience with the program to which assigned; OR one (1) year of experience at or equivalent to the level of Secretary III with the Hemet Unified School District.

REQUIRED LICENSES AND/OR CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by the District's insurance carrier and maintain such insurability.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential duties and responsibilities of the position.

Physical Demands: Sitting (up to continuously); stand, walk, bend, stoop, look up/down (occasionally); push, pull, twist, squat, climb stairs (infrequently); repetitive hand activities within close reach, such as keyboard, mouse, handwriting, files and phone (continuously); lift/carry office supplies up to 10 pounds (occasionally); to 30 pounds (infrequently); use seeing, hearing and speaking.

Working Conditions: Indoors office setting; Exposure to: inside/outside temperature swings, moderate noise from office equipment; office dust and fumes or airborne particles.

Reasonable accommodations may be made to enable a person with a disability to perform the essential duties and responsibilities of the position.

EMPLOYMENT STATUS

Bargaining Unit Position
Range 29