



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

ADMINISTRATIVE SECRETARY III

JOB SUMMARY

Under general supervision or direction, to perform a wide variety clerical, secretarial and 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 other related work as may be required.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Establish and maintain complex, interrelated filing systems and records;
- Review and check documents, records, and related forms for accuracy, completeness, and conformance to applicable rules and procedures;
- Give out information in person or by telephone where judgment, knowledge and interpretation of policies and procedures are necessary;
- Collect and compile statistical or financial data and other information for inclusion into special reports, proposals and presentations;
- Make travel and conference arrangements;
- Evaluate communication priorities, keep administrator informed, and relay information accurately;
- Assemble and prepare materials for agendas and meetings;
- Type a variety of materials including correspondence, narrative and statistical reports, forms, lists and records;
- Gather data and information and assume responsibility for replying to various requests and inquiries for information, research assigned topics and prepare required reports;
- Serve as secretary to various committees;
- Serve as liaison between administrator and other District offices and staff;
- Receive and handle heavy telephone and personal contacts from schools, staff, other agencies and general public;
- May prepare daily and monthly records and lists of substitutes used and their assignments, and monitors substitute assignments relating to attainment of permanent status;
- Operate a variety of office equipment including a computer, printer, scanner, calculator, copy/fax machine;
- Maintain site personnel files;
- 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 complex filing systems, receptionist telephone techniques, and software programs;
- Office machines and equipment including the use of a computer;
- General public relations;
- Correct English usage, spelling, grammar, vocabulary, and punctuation.

Ability to:

- Perform 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;
- Compose correspondence using own initiative;
- Carry out assignments with minimal supervision;
- Assemble data and prepare confidential reports;
- Work autonomously;
- Make independent decisions;
- Manage multiple tasks;
- Learn and utilize new and current technologies;
- Organize tasks, set priorities, maintain work pace;
- Effectively supervise staff as assigned;
- Analyze situations accurately and adopt an effective course of action;
- Meet the public tactfully and courteously;
- Make arithmetic calculations with speed and accuracy;
- Type or keyboard at a net corrected speed of 45 words per minute;
- Understand and carry out oral and written directions.
- Establish and maintain cooperative work relationships with those contacted during the course of work.

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ADMINISTRATIVE SECRETARY III

(Continued)

EMPLOYMENT STANDARDS (Continued)

SPECIAL REQUIREMENTS

- Some positions in this class may require individuals who can read, write and speak a secondary language.

EDUCATION AND EXPERIENCE

Education: Equivalent to graduation from high school, and possession of the knowledge and abilities listed above.

Experience: Two (2) years of experience performing increasingly responsible clerical and/or secretarial duties.

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

Classified Bargaining Unit Position

Range 36

