

### **ADMINISTRATIVE SECRETARY II GR-6**

#### **BASIC FUNCTION**

To perform a full range of secretarial and clerical functions for a District department or program, including assistance with key departmental administrative tasks.

#### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Type and proof correspondence, reports, minutes of meetings, forms, manuals, brochures, papers, records, forms, and other materials from taped, handwritten, or typed copy. Regularly compose routine correspondence for department head or other senior staff members' signature.
- Prepare a variety of printed materials using computer word processing programs, frequently involving the design/set-up-formatting of reports, manuals, forms, and other special documents.
- Perform key office reception functions, answering phones and greeting visitors: screen calls, and visitors to determine nature of request or problem; refer to appropriate staff member or office; take messages; make appointments; take standard information for administrative or other purposes; distribute a variety of written information; answer questions about department/school policies, procedures, fees, schedules, events, services, programs, and the like; distribute, collect and assist with completion of forms. Place calls as requested.
- Process various documents: prepare/initiate documents; review for accuracy and completeness; code; complete missing or inaccurate information; resolve discrepancies; enter data in files, verify/edit to ensure accuracy, update files/records regularly; distribute or file documents as appropriate.
- Organize and maintain a variety of general and specialized department/program files and records, both paper and computerized, frequently involving cross-filing/cross-reference systems.
- Perform a variety of task related to the development and maintenance of computerized departmental records using personal computers: design and basic programming of appropriate data bases and reporting systems using various PC software; initial data base input; ongoing use of the system, involving regular data input and using programs to generate a variety of reports.
- Screen, sort and distribute incoming mail. Prepare outgoing mail.
- Photocopy and collate various materials.
- Order and maintain an inventory of office supplies and equipment.
- Perform a variety of routine bookkeeping tasks.
- Process personnel/payroll records and forms.
- Take and prepare minutes of meetings.
- Maintain appointment calendars for senior staff members. Set up meetings.
- Make travel arrangements for supervisor and other senior staff members.
- Perform other specialized clerical/technical duties related to the department's primary function, such as: scheduling of space/equipment/activities; coordinating special mailings, meetings, group travel arrangements; and the like.
- Train and oversee the work of junior clerical staff or student assistants.
- Perform related duties as assigned.

#### **SUPERVISION RECEIVED**

Moderate supervision is received from a department head or other senior staff member or administrator.

#### **MINIMUM QUALIFICATIONS**

Associate's degree in an appropriate discipline, plus one to two years of relevant secretarial experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Excellent typing, spelling, filing, reception, and other general office skills. Good basic reading, writing and math skills. Some training or experience in use of word processing and computerized filing systems.
- Good basic administrative and organizational skills.

- Ability to deal courteously and efficiently with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations.
- Ability to use discretion in handling confidential information.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.