

# MARIN COUNTY OFFICE OF EDUCATION CLASSIFIED POSITION DESCRIPTION

## SENIOR ADMINISTRATIVE SECRETARY

### DEFINITION

Under direction, performs a variety of coordination, technical and secretarial duties in support of the assigned program or department, while relieving the supervisor of administrative detail.

### DISTINGUISHING CHARACTERISTICS

Positions in this class are distinguished from the Administrative Secretary class by the greater scope of responsibility involving office management including making decisions on important matters of office practice and procedure; Senior Administrative Secretaries perform duties that require frequent exercise of initiative and independent judgment and a broad understanding of departmental regulations and policies under conditions in which errors may be of considerable consequence. Typically this position is assigned to a Director or Coordinator.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this class. Job descriptions are written as a representative list of the ADA (Americans with Disabilities Act) essential duties performed by the entire job classification. Typical tasks include any duties and responsibilities assigned to the Clerk or Administrative Secretary positions within the job family, and:*

#### **Meetings, Conferences and Public Hearings:**

- Plans and coordinates meetings and public hearings (including preparation), posts (including to the web), and distributes notices and agendas, schedules meeting facilities including audio visual needs and refreshments, prepares supplemental materials;
- Monitors participant attendance;
- Prepares and distributes minutes and follow-up actions.

#### **Communication and Interpersonal Relations:**

- Develops letters, memos and messages;
- Screens incoming telephone and mail for prompt response or action;
- Interprets, clarifies and explains Marin County Office of Education policies and programs to students, staff, parents and the general public;
- Communicates orally and in writing with Marin County Office of Education personnel, school districts, State Department of Education and outside agencies relating to programs, students, concerns, etc.;
- Serves as receptionist to department head, screening and greeting callers and visitors;
- Serves as liaison between supervisor and other administrators and staff;
- Collects requested information from a variety of sources, compiling or summarizing data;
- Keeps supervisor apprised of potential problems.

#### **Recordkeeping/Filing:**

- Reviews and reconciles employee time records to work year calendars;
- Reviews and processes mileage, travel and conference claims;

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- Processes personnel transaction documents;
- Develops and monitors division vacation schedule;
- Maintains employee records such as emergency leave/vacation/overtime and compensatory time; maintains electronic and paper records of department documents, contracts, communication, files, and staffing lists, including records for compliance with laws and/or funding source;
- Enters, monitors, reviews, and updates data from a variety of source documents and extracts data for a variety of requests or reports;
- Reviews, removes and destroys documents consistent with record retention legal mandates and professional practice;
- Updates and maintains webpages;
- Develops and distributes forms;
- Maintains substitute lists, requests and assignments;
- Maintains accident and injury reports;
- Develops and maintains filing systems for ease of access.

**Word Processing/Keyboarding/Dictation/Transcription:**

- Word processes and edits text electronically utilizing various software programs;
- Receives and transcribes dictation from shorthand notes and/or machine or other sources for a variety of documents, including letters, reports, contracts, staff records, flyers, meeting agendas and minutes, transaction documents, purchase orders, mileage records, travel and conference records, and charts;
- Takes minutes, drafts minutes;
- Drafts, prepares, and edits email, agendas, correspondence, reports and other documents;
- Updates assigned web site documents via data or webpage upload;

**Scheduling and Coordinating:**

- Schedules travel and conference arrangements;
- Schedules and notifies of meetings, workshops, training, special events;
- Schedules interviews, appointments, or staff coverage, including substitutes, as needed.

**Budget Preparation and Maintenance:**

- Provides assistance to the supervisor in the development and maintenance of department budget(s) including projected income and expenditures;
- Prepares supply requisitions;
- Monitors receipt of materials and invoices;
- Prepares budget revisions as required;
- Reviews records verifying payment of expenditures and balances;
- Processes Professional Expert Agreements (PEA), Independent Contractor agreements, billing, or invoices for district utilization of service, workshop attendance, or other activities.

Performs other duties as assigned requiring essentially the same effort, skill and responsibilities when work requirements are changed or modified.

**MINIMUM QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination of education, training and/or experience which demonstrates ability to perform the duties as described, including progressively responsible secretarial experience with the Marin County Office of Education and courses in office management procedures and secretarial training.

**KNOWLEDGE OF:**

- Modern office practices and procedures;
- Public contact techniques;
- Accepted business English usage;
- Telephone etiquette;
- Safe work practices.

**ABILITY TO:**

- Operate a computer and various software applications/databases, dictation/transcription equipment, calculator and duplicating equipment;
- Prepare and maintain accurate records and files;
- Keyboard at 60 WPM accurately from written copy or machine ;
- Take dictation at a speed adequate for accurate transcription of documents;
- Establish and maintain cooperative working relationships with those contacted during performance of job duties;
- Plan, organize, and prioritize own work to meet deadlines and accomplish tasks within established timelines;
- Maintain orderly work environment and perform tasks in a prescribed and safe manner;
- Respond promptly to requests of internal and external clients; provide needed information, assistance, training, materials, and resources;
- Maintain and improve professional skills and knowledge;
- Be flexible and receptive to change;
- Plan and arrange work toward set objectives, referring only unusual cases to supervisor.

**SKILLS IN:**

## Language Skills:

- Written communication to prepare clear, concise letters, memoranda and other written documents with correct grammar, punctuation and spelling;
- Oral communication to communicate effectively with Marin County Office of Education personnel school districts' personnel, parents, students, applicants and the general public demonstrating tact, diplomacy and sensitivity to individual concerns;
- Reading comprehension skills to interpret policies, administrative regulations, laws and programs and accurately explain to others

## Mathematical Skills:

- Computational skills involving addition, subtraction, multiplication, division and percentages.

## Reasoning ability:

- Ability to apply common sense understanding to carry out instructions of intermediate complexity;
- Ability to deal with standardized situations with variables;
- Decision making skills to exercise independent thinking and good judgment;

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- Effectively coordinating a variety of simultaneous functions in a multi-operational department;
- Research skills to identify and collect appropriate data.

#### Physical Demands:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:*

- Regularly required to talk or hear;
- Uses hands to finger, handle, or feel;
- Reaches with hands and arms;
- Occasionally required to stand and walk;
- Occasionally lifts and/or moves up to 25 pounds;
- Vision abilities required include close vision, color vision, and ability to adjust focus.

#### Work Environment:

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee:*

- Regularly works in inside environmental conditions;
- Frequently works with a video display terminal for prolonged periods;
- The noise level is typical of an open office work environment with background noise of telephones and conversations;
- Works under conditions which might create stress;
- Functions with numerous interruptions.