

MARIN COUNTY OFFICE OF EDUCATION

CLASSIFIED POSITION DESCRIPTION

ADMINISTRATIVE SECRETARY

DEFINITION

Under direction, performs a wide variety of clerical and secretarial duties in support of the assigned program or department.

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 position within the job family, and:

Meetings and Conferences:

- Prepares and distributes notices and agendas;
- Schedules meetings and facility arrangements including equipment needs, refreshments, set-up and breakdown;
- Prepares, delivers, and sets up supplemental materials;
- Monitors participant attendance;
- Prepares and distributes minutes and follow-up actions.

Communications and Interpersonal Relations:

- 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 school district personnel and outside agency personnel relating to programs, students, etc.;
- Develops routine letters, memos, reports and telephone messages;
- Serves as receptionist to office or school site, screening and greeting callers and visitors;
- Screens phone and mail for prioritization and action.

Recordkeeping/Filing:

- Maintains budget records, including recordkeeping of expenditures;
- Maintains mileage logs, prints requisitions and telephone logs;
- Maintains and updates assigned list serves;
- Requests and receives, or transfers student records;
- Establishes, maintains and updates changes to records, files, and other data information including extracting data for a variety of requests or reports;
- Completes student progress reports and documents;
- Completes accident and illness reports, monitors staff time records and records staff absences;
- Develops and maintains filing systems for ease of access.

Word Processing/Keyboarding/Dictation/Transcription:

- Word processes and edits text electronically utilizing various software programs;
- Keyboards schedules, instructional materials, contracts, student and staff records, meeting agendas and minutes, transaction documents, purchase orders, mileage records, travel/conference records, newsletters and flyers including design and layout, budgets, class lists, reports, and schedules of activities;
- Under direction, updates webpage, uploading and linking information;
- Receives and transcribes forms of dictation into a variety of documents including letters, memos, telephone messages, minutes of meetings and reports;
- Takes minutes, draft minutes.

Scheduling and Coordinating:

- Develops and maintains calendars including appointments;
- Schedules and notifies of meetings, workshops, special events, IEP meetings, special procedures;
- Schedules and orders equipment as needed;
- Coordinates duplication of department forms as well as printing and supply requisitions;
- Coordinates student rosters and staff lists;
- Schedules and prepares travel and conference accommodations;
- Schedules interviews, appointments, or staff coverage, including substitutes, as needed.

Budget Preparation and Maintenance:

- Prepares supply requisitions;
- Monitors receipt of materials and invoices;
- Processes gifts/donations;
- Receives and deposits fees;
- 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 courses in office practices and procedures and experiences in relating effectively with staff and the public.

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 software, dictation/transcription equipment, calculator and duplicating equipment;
- Prepare and maintain accurate records and files;
- Keyboard at 60 WPM accurately from written copy or machine transcription;
- 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.

SKILLS IN:

Language Skills:

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

Mathematical Skills:

- Computational skills involving addition, subtraction, multiplication, and division using whole numbers.

Reasoning ability:

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

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.