



### **Classification Summary**

1. Performs a variety of office secretarial, bookkeeping and administrative duties which require a broad knowledge of administrative, secretarial and clerical practices and procedures.
2. Serves as secretary to the school principals. Responsibilities include performing a variety of secretarial and clerical tasks requiring the interpretation and application of district and school policies and procedures in the area of assignment; analysis of a variety of data to determine appropriate action; insuring follow through and completion.
3. Exercises considerable discretion in the protection and release of confidential information and in the interpretation and administration of policies and procedures within guidelines set by the administrator.

### **Distinguishing Characteristics**

Positions in this class are distinguished from other secretarial classes by the performance of administrative and secretarial duties for the school principal and vice principals. May serve as head secretary for the main office. The role of the high school secretary will vary according to the administrative direction of the principal. May manage the high school main office and supervise subordinate secretarial and clerical staff working in other school departments and offices.

### **Supervisory Relationships**

1. Reports to and receives work assignments and direction from the school principal and vice principals.
2. Positions in this class may supervise the work activities of other clerical and secretarial employees, student workers, aides and volunteers within main office and school department offices. Typical tasks include training, workload distribution, directing work flow, reviewing and correcting work, and generally overseeing the secretarial work requirements of the school. May plan and schedule work operations and employee assignments. May make effective recommendations to a superior regarding hire and performance appraisal decisions, but incumbents have no official authority for personnel actions.

### **Examples of Duties**

1. Take and transcribe dictation often of a complex and confidential nature.
2. Type a high volume of correspondence, memoranda, classroom materials and reports for one or more administrators, professional staff or teachers which involves determining correct format, layout, grammar and editing of rough drafts.
3. Assist in relieving superior of administrative details, which includes prioritizing and composing responses to routine correspondence. Assure proper correspondence layout, arrangement and grammatical composition.
4. Receive and respond to requests for information verbally or in writing. Obtain and provide responses for those situations where information is available and established procedures permit dissemination. Analyze unusual or complex situations and refer to the appropriate position for resolution. Often assist in developing these responses. This may involve either substantial telephone contact, direct public interaction or correspondence. Presentation of a professional image for the authority is important in these relationships.
5. Gather, compile, summarize and perform analysis of information and/or data in connection with required reporting and, occasionally, research projects. Often requires use of computer and application of basic statistical techniques, bookkeeping procedures and communication skills.
6. Schedule and coordinate meetings, appointments, interviews and travel plans for superior.
7. Monitor budgets and accounts; determine code allocation, post and balance revenue or expenditures; provide account status upon request; prepare monthly report; type annual budget.

8. Compose correspondence to disseminate or retrieve information from large groups such as staff, students, parents, vendors or the general public.
9. Prepare large documents such as handbooks, grants, bids and papers; store, edit, format, type, proof, print and distribute.
10. Coordinate mass mailings for projects such as surveys, registrations, applications, or bids.
11. Serve as a reference person for district and building personnel.
12. Maintain record keeping systems for a variety of data. Compile data from many sources; verify, code, enter and store for later retrieval and report preparation.
13. Compile, summarize and calculate diverse departmental, financial or student data and prepare documents to meet reporting requirements of the district, state or federal agencies.
14. Prepare a variety of administrative paperwork documents including purchase orders and requisitions for goods and services according to established procedures.
15. May arrange conferences and workshops for large groups; locate site, arrange food and supplies, prepare and mail notices, and provide information to participants.
16. May transcribe, compose, type and distribute minutes of council, committee and staff meetings. May compose, edit, layout, type, proof, print and mail newsletter.

#### **Required Knowledge, Skills and Abilities**

1. Thorough knowledge of administrative secretarial principles and practices.
2. Ability to type 60-80 wpm with accuracy; ability to learn applicable software programs for computer equipment.
3. Ability to proficiently operate current office technology and equipment (e.g., computer systems, ten-key calculator, fax, copiers, etc.)
4. Working knowledge of district and school rules, regulations and policies applicable to area of assignment.
5. Knowledge of supervisory principles and practices and the ability to apply that knowledge in supervising a large staff of secretarial, clerical, student and volunteer staff.
6. Ability to communicate effectively orally and in writing.

#### **Minimum Qualifications for Class Entry**

Three years recent experience in administrative secretarial work in a high public contact setting, preferably in a public school, including supervisory or lead responsibilities. Training and experience in bookkeeping.

#### **Work Environment**

Incumbents work in the main office of a high school with a variety of subordinate secretarial, clerical, student and volunteer staff.