

JOB TITLE
ADMINISTRATIVE
SECRETARY I

DIVISION
SYSTEMWIDE OFFICES

REPORTS TO
DESIGNATED SUPERVISOR

SALARY SCHEDULE & GRADE
IA, GRADE 10

LENGTH OF WORK YEAR
260 DAYS

DATE
JUNE 23, 2008

SCOPE OF RESPONSIBILITIES

Assumes direct responsibility and provides administrative assistance to the supervisor in departmental/divisional management activities. Responsible for ensuring primary confidential secretarial support. Implements systemwide procedures and policies. Work assignments are performed independently and include a wide variety of situations that must be resolved.

PERFORMANCE RESPONSIBILITIES

1. Performs confidential administrative secretarial duties to support the responsibilities of the department.
2. Routes incoming/outgoing communications taking action in routine situations and determines action to respond to non-routine situations.
3. Receives, initiates, screens, and facilitates telephone communications responding to routine requests which have standard technical and nontechnical answers selecting relevant information from a variety of sources interpreting and adapting where needed.
4. Maintains supervisor's calendar, establishes appointment priorities, schedules and reschedules appointments; arranges for conferences and meetings and arranges for staff representation in absence of supervisor; anticipates, prepares and assembles materials needed for meetings and conferences and coordinates information with background information drawing attention to important points or conflicts; attends meetings, prepares minutes, notes commitments made by supervisor, and arranges for and ensures timely staff implementation of commitments.
5. Composes correspondence requiring knowledge of technical matters.
6. Anticipates, requests and assembles information needed for periodic or special reports, correspondence, documents, and inquiries.
7. Establishes and maintains office files and reports, requisitions supplies, forms, maintenance and other services as required, and operates computers, printers and other equipment as required.
8. Arranges appointments and meetings and makes travel arrangements for the supervisor.
9. Works closely with and gives general direction to clerical support staff shifting duties to accommodate work loads.
10. Performs other duties as assigned by supervisor.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Five (5) years successful secretarial-related experience
3. Ability to demonstrate proficiency in typing (50 w.p.m.) and the use of computers
4. General overall knowledge of school system
5. Ability to handle administrative details independently

DESIRABLE QUALIFICATIONS

1. Extensive knowledge of office practice, procedures, and applications
2. Ability to work well with people

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