



## Fremont Unified School District

### Classified Management Job Description

#### Administrative Secretary

##### Definition

Under general supervision, to serve as administrative secretary to the Superintendent's office; to provide assistance in routine administrative and clerical matters; to perform a variety of specialized functions unique to the Superintendent's office; and to perform other job-related duties as required.

This is a confidential management position which reports directly to the Superintendent and Administrative Assistant to the Board of Education.

##### Examples of Important and Essential Duties

- Acts as receptionist, greeting visitors and providing information on request.
- Provides information in response to questions over the phone or in person.
- Manages appointments and schedules for the Superintendent and Board of Education.
- Receives, sorts and distributes mail; prepares outgoing mail for the Superintendent and Board of Education.
- Operates a variety of office machines, including copiers and adding machines.
- Operates computer to input, access and change data, posts information to FUSD web site, and performs word processing.
- Types a variety of materials, from drafts, rough notes or oral instructions.
- Takes and transcribes dictation using appropriate methods (shorthand not required).
- Composes letters and memos from brief oral instructions or notes.
- Initiates transactions, such as budget, requests for personnel, and requisitions.
- Gathers and assembles data; prepares reports, compiles data.
- Obtains information needed for departmental operations, from District or other sources.
- Designs and maintains filing system for the departmental office.
- Posts and maintains records.
- Maintains and prepares negotiations, schedules, materials and records.
- Arrange for meetings, takes minutes.
- Orders and maintain office supplies.
- May attend meetings to provide secretarial support; may serve as secretary to committees.
- Performs a variety of related administrative detail duties and staff secretarial tasks as required.
- Assists with the compilation of Board agendas and materials; maintains and posts Board policies.

##### Qualifications

###### Knowledge of:

- Modern office methods and practices, including filing systems, receptionist and telephone techniques, letter and report writing;
- Correct English usage, spelling, grammar and punctuation;
- Modern office machines and equipment, including personal computers, and skill in their operation.

###### Ability to:

- Assume responsibility and use good judgment in recognizing the scope of authority delegated;
- Become familiar with departmental functions and technical operations;
- Learn, interpret and apply laws, rules and policies exercising good judgment;
- Analyze situations accurately and adopt an effective course of action;
- Compile and maintain accurate and complete records and reports;
- Operate computers using current data software, to input, access and make changes to data;
- Type at a speed of not less than 50 words per minute from clear copy;
- Take dictation using appropriate methods and transcribe it accurately (shorthand not required);

Understand and carry out oral and written directions;

Establish and maintain effective and cooperative working relationships with those contacted in the course of work.

Education: Equivalent to completion of high school with the addition of several related post-secondary vocational courses.

Experience: Three years of related experience.

Required Testing Pre-Employment Proficiency Test will be required

Clearances Criminal Background Clearance

FLSA Status  
Non Exempt

Approval Date  
03/26/14

Salary Range  
1

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed within the job.

***Fremont Unified School District is part of a culturally and linguistically rich community. Culturally responsive employees are encouraged to apply. Our policies embrace a discrimination and harassment free environment.***