

SECRETARY - ADULT SCHOOL

DEFINITION

Under general supervision, serves as secretary at the Adult School; assists the school administration and staff in office, administrative and secretarial matters; maintains an orderly and positive office environment for staff, students, parents and the public; and performs related work as assigned.

CLASS CHARACTERISTICS

Secretary–Adult School is an experienced secretarial classification. Incumbents coordinate the office administrative work for the Adult School by performing multiple secretarial duties to ensure the efficient provision of services. The work requires tact, discretion, patience and flexibility, as well as the ability to perform and/or coordinate multiple duties concurrently. This class is distinguished from general office support classes in that the nature, scope and diversity of responsibilities originating at the adult school site require significant interface with students and site staff, rather than the provision of general office support in a broad functional area. It is further distinguished from the Staff Secretary series of classes, which require an understanding of District-wide functions and the capability of relieving unit management staff of day-to-day office administrative and coordinative duties.

EXAMPLES OF DUTIES

Serves as secretary to the Adult School principal; represents the administrative office and makes decisions in the principal's absence, following established procedures and guidelines.

Assigns and coordinates the office support work at the Adult School; instructs staff in work procedures.

Acts as receptionist for the school office; screens visitors and telephone calls; provides factual information to Adult School students, representatives of other agencies and the public regarding course offerings, school policies, rules, regulations and procedures.

Composes and types or word processes a wide variety of material, including, but not limited to, correspondence, reports, forms, schedules, confidential documents and requisitions from brief instructions, rough drafts or prior materials.

Proofreads correspondence, reports, records and other material for spelling, grammar, punctuation, accuracy, completeness and conformity with established standards.

Collects and accounts for monies received, prepares deposit slips, deposits checks and cash in the bank and accounts for fund sources and expenditures.

Develops class rosters, monitors class attendance and refers absent students back to the courts for lack of attendance at traffic safety classes.

Processes course approvals by preparing new course outlines, completing state forms and mailing course approval forms to the State Department of Education.

Organizes and maintains a variety of confidential, student and administrative files.

Processes incoming and outgoing mail, screening and distributing to the proper party.

Makes arrangements for and attends various meetings, including strategy meetings in which notes are taken.

Operates a variety of office equipment, including a photocopier, fax machine, calculator and computer to input, access and modify data and to perform word processing.

Accumulates and compiles information and data; prepares reports to be submitted to the state and federal governments.

Maintains time and absence records for classified and certificated staff.

QUALIFICATIONS

Knowledge of:

Standard office administrative and secretarial practices and procedures, including filing and the use of standard office equipment.

Business letter writing and the standard format for reports and correspondence.

Computer applications related to the work, including word processing, database and spreadsheet applications.

Records management principles and practices.

Business mathematics, banking procedures and methods of accounting for funds expended and received.

Traffic safety regulations regarding requirements of court referred offenders to enroll Adult School Traffic Safety Classes.

Techniques for dealing effectively with the public and District staff, in person and over the telephone.

Skill in:

Leading, coordinating and performing office administrative and secretarial activities at the Adult School administration office.

Analyzing and resolving office administrative and procedural problems.

Performing detailed research and preparing reports and recommendations.

Composing correspondence and reports independently or from brief instructions and preparing these in final form for the Adult School administration's approval.

Making accurate mathematical computations, such as those required for balancing funds received and making bank deposits.

Meeting and interfacing with traffic safety referrals from the courts, adult students and the public with tact, diplomacy and firmness.

Using sound independent judgment within procedural guidelines.

Establishing and maintaining cooperative working relationships with those contacted in the course of work.

Education:

Equivalent to graduation from high school supplemented with post-secondary course work in business, office administration or a related field.

Experience:

Three years of office support, secretarial or general clerical experience.

Physical Demands:

Must possess mobility to work in a school office setting and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

N: 01/80

R: 11/85

R: 05/85

R: 02/97

R: 02/03