

SANTA CRUZ COUNTY OFFICE OF EDUCATION

SENIOR ADMINISTRATIVE SECRETARY

DEFINITION

Under direction, to perform a variety of responsible secretarial and administrative support duties in support of a department director; to assist in planning, organizing, and coordinating support activities related to the assigned department; and to provide general information and assistance to faculty, staff, parents, and the general public.

SUPERVISION EXERCISED

May exercise functional and technical supervision over clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Attend to and process administrative details not requiring the immediate attention of assigned department director; independently respond to routine letters and general correspondence; compose and prepare letters, memoranda, and reports pertaining to standard policies.

Serve as primary resource and information source regarding program policies, procedures, objectives, and operational functions to the public and County Office of Education staff; receive and interview office visitors and telephone callers; answer questions and provide information where judgment, knowledge and interpretation are utilized; resolve complaints; refer caller to appropriate source as necessary.

Coordinate support activities for major program functions including staff assignments, temporary staffing, pupil and staff attendance, facility requirements, and vendor services.

Manage office support functions; direct the work activities of assigned clerical personnel; prioritize and coordinate work assignments; review work for accuracy.

Train and motivate assigned staff and student assistants; provide or coordinate staff training; work with employees to correct deficiencies.

Perform administrative duties within the clerical support system; recommend improvements in work flow, procedures, and use of equipment and forms.

Perform the full range of secretarial duties and provide administrative support for assigned management staff involving the use of independent judgment and personal initiative; type and proofread a wide variety of reports, letters, and memoranda; type from rough draft, verbal instructions or transcribing machine recordings; verify and review forms and reports for completeness and conformance with established regulations and procedures; prepare and assemble reports, manuals, newsletters, and other material and distribute to staff.

Maintain appointment schedules and calendars for assigned staff; coordinate travel and meeting arrangements; arrange meetings, conferences, and other functions.

Attend meetings as assigned; record, transcribe, and distribute minutes and other documents as directed.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Initiate and maintain a variety of files and records for information related to the assigned office; maintain and update resource materials including program manuals, handbooks, brochures, and other published materials.

Participate in the office budget preparation and administration; gather and compile information required for budget development; monitor expenditures.

Operate modern office machines and equipment including word processors, typewriters, printers, copiers, calculators, and FAX machines; routinely use a full range of word processing and spreadsheet computer software applications.

Order, receive, inventory, store, and distribute supplies, forms, and related items.

Attend and participate in staff meetings and in-services activities; attend workshops, conferences, and classes to increase professional knowledge.

May review employee time and attendance for accuracy prior to signature by designated management employee.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of basic fiscal, statistical, and administrative data collection and report preparation.

Modern office procedures, methods, and equipment including computer equipment and applicable software programs.

English usage, spelling, vocabulary, grammar, and punctuation. Principles and practices of business letter writing.

Principles and procedures of record keeping. Principles and techniques used in dealing with the public.

Word processing methods, techniques, and programs including spreadsheet and data base applications.

Practices used in minute taking and preparation.

Basic mathematical principles.

Skill and Ability to:

Operate modern office equipment including computer equipment.

Type and transcribe at a speed necessary for successful job performance.

Learn the procedures, functions, and limitations of assigned position.

Skill and Ability to (Continued):

Learn, interpret, and apply pertinent federal, state, and local laws, codes, and regulations including administrative and departmental policies and procedures.

Work under limited supervision within a broad framework of standard policies and procedures.

Use independent judgment, initiative, and good human relations and problem solving skills in the application and follow through of decisions.

Understand the organization and operation of the assigned department and the County Office necessary to assume assigned responsibilities.

Perform mathematical computations quickly and accurately.

Analyze data and select the best solution from a range of alternatives.

Compile and tabulate data and information and prepare summaries and reports.

Plan and organize work to meet schedules and timelines.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Equivalent to completion of the twelfth grade, supplemented by specialized secretarial course work in office practices, management or business administration.

Experience:

Three years of increasingly responsible administrative secretarial experience.

SPECIAL REQUIREMENTS

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. Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Approval Date: January, 1994.

Revised: May 18, 2010