

Madera Unified School District Classified Job Description

Administrative Secretary/Department

Purpose Statement

The job of Administrative Secretary/Department was established for the purpose/s of supporting the educational process with specific responsibilities for providing secretarial support to assigned site supervisor; establishing and maintaining records; compiling and distributing materials and reports; and responding to inquiries from a variety of internal and external sources.

This job reports to Site Supervisor.

Essential Functions

- Administers first aid and prescription medications to students (under the direction of a health care professional) for the purpose of meeting immediate health care needs within established guidelines.
- Answers and initiates telephone calls for the purpose of responding to inquiries, transferring calls, taking messages, requesting information and/or conveying information.
- Assists with enrollment and withdrawal activities (e.g. proof of residency, health records, etc.) for the purpose of complying with established requirements.
- Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.
- Collects payments for a variety of events (e.g. fees, purchases, etc) for the purpose of completing transactions.
- Compiles data (e.g. work orders, enrollment, attendance, personnel records, specialized reports, etc.) for the purpose of preparing reports or processing requests.
- Coordinates assigned projects and/or activities (e.g. proper distribution of materials to a variety of departments, picture day, web trips, busing for field trips, meetings, etc.) for the purpose of delivering services in a timely fashion.
- Greets parents, vendors, students and the general public for the purpose of responding to inquiries and/or directing individuals to appropriate location in accordance with established building security procedures.
- Inputs data (e.g. attendance, IEP, etc.) for the purpose of ensuring up to date information.
- Maintains a variety of confidential and non confidential manual and electronic documents files and records (e.g. work orders, time sheets, safety files, expense

reimbursement requests, LOP list, student information, 504 files, time accountability records, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.

- Orders and maintains an inventory of supplies and materials (e.g. forms, office supplies, books, etc.) for the purpose of ensuring items' availability.
- Oversees student TA's (e.g. training, monitoring, grading, etc.) for the purpose of ensuring performance is maximized and standards are achieved.
- Prepares a variety of documents, correspondence, reports and other materials (e.g. letters, memorandums, minutes, charts, periodic and ad hoc reports, cums, student awards, picture ID's, IEP folders, purchase orders, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a variety of documents and materials (e.g. time sheets, travel reimbursements, report cards, bar coding materials, monies received, work orders, requisitions, print shop orders, purchase orders, etc.) for the purpose of disseminating information and/or materials in compliance with established administrative guidelines.
- Responds to inquiries from a variety of internal and external parties (e.g. district staff, other schools, government agencies, general public, students, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Schedules activities for the purpose of making necessary arrangements for assigned administrator.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; and shows concepts of grammar and punctuation in both English and a second language (usually Spanish) maybe required.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also

required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; being attentive to detail; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 20% standing. The job is performed in a generally hazard free environment.

Minimum Qualifications

Experience Two and one half years of increasingly responsible clerical experience in an office environment.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Certificates

Valid CDL

Continuing Educ./Training

None Specified

Clearances

Criminal Justice

Fingerprint/Background Clearance

TB Clearance

FLSA Status

Non Exempt

Approval Date

8/18/11

Salary Range