

DELANO UNION SCHOOL DISTRICT

EXECUTIVE SECRETARY (Confidential)

Brief Description of Job

Secretary to Assistant Superintendent. Performs a wide variety of responsible secretarial work and does related work as required. Work is varied in nature and requires the use of independent judgment and action. Frequently is the liaison between the administrator and the staff, public, and other administrators.

Administrative Relationship

Works under the supervision of the Assistant Superintendent, Superintendent, and or administrative designee.

Required Qualifications

Must be able to use correct English, spelling, grammar, punctuation and vocabulary. Must be able to use good public relation techniques; and have the ability to exercise good judgement: perform responsible secretarial work with accuracy and speed; compile and maintain accurate records and files; understand and carry out oral written directions. Must meet the following criteria:

1. Type sixty (60) words per minute from clean copy for five minutes with 95% accuracy
2. Pass District administered tests level in reading, spelling, and language
3. Demonstrate high proficiency in computer input and word processing and other office equipment
4. Able to take dictation and correspondence
5. Demonstrate initiative
6. Excellent public skills to represent the district

Experience

Must have five (5) years in a secretarial capacity of increasing responsibility.

Education

Must have a minimum of high school graduation or equivalent and /or Junior College/Business School secretarial training. Formal postgraduate coursework desirable.

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Types a variety of material, letters, reports, bulletins, agendas, memorandums, and other documents including materials for the Board of Trustees;
2. Maintains a variety of records, including confidential files and records;
3. Compiles and prepares reports including all items related to Collective Bargaining;

- 4. Makes arrangements for conferences and workshops;
- 5. Operates a variety of office machines;
- 6. May compose correspondence independently or from oral instruction;
- 7. Meet the public and direct them upon their requests;
- 8. Answers telephone and provides information to students, parents, faculty members and the public;
- 9. Prepares and processes various district forms;
- 10. Take messages for administrator and other staff members;
- 11. Supervise other clerical staff as needed;
- 12. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements.

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|---------------|---|---------------|------------------|---|---------------|
| 1. Seldom | = | Less than 25% | 3. Often | = | 51 - 75 % |
| 2. Occasional | = | 25 - 50% | 4. Very Frequent | = | 76% and above |

- 4 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 2 b. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 c. Ability to hear and understand speech at normal levels.
- 4 d. Ability to communicate so other will be able to clearly understand a normal conversation.
- 3 e. Ability to bend and twist, stoop, kneel, run and crawl.
- 2 f. Ability to lift 20 lbs.
- 2 g. Ability to carry 20 lbs.
- 4 h. Ability to operate office equipment.
- 4 i. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION

- 1. Other related duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.