

BUENA PARK SCHOOL DISTRICT

SECRETARY

DEFINITION:

Under general supervision, to independently perform complex and responsible secretarial and clerical functions; to relieve management personnel of clerical and administrative detail by coordinating, organizing, and participating in the various operational aspects of the assignment; and to do other related work as required.

EXAMPLES OF DUTIES:

Serves as a secretary and office management assistant dealing with a variety of sensitive and privileged matters; prepares or coordinates the preparation of information and data requested from other operational units for administrative review; attends meetings and conferences as requested and takes and transcribes notes into summary minute form; takes and transcribes correspondence, memoranda, reports and other communicative forms which include technical terminology and require a familiarity with legal mandates, policies, regulations and operational procedures affecting the management personnel's functional responsibilities; interprets policies, regulations and operational procedures either by telephone or through personal visitation; acts as a receptionist and office management assistant which includes the answering of routine inquiries and correspondence, maintaining an action calendar, scheduling appointments, conferences and meetings, and a variety of other detail; establishes and maintains complex alphabetical, numerical and subject matter files which may include sensitive and privileged data.

QUALIFICATIONS:

Knowledge of:

Methods, techniques and strategies pertaining to office organization and coordination; modern office methods and equipment, receptionist and telephone response techniques, letter and report writing, and text proofreading; English usage, spelling, grammar and punctuation; basic techniques of organization and planning.

Ability to:

Perform the essential functions of the job with or without reasonable accommodation; effectively perform complex secretarial and clerical activities which require knowledge of legal mandates, policies, regulations and operational procedures; prepare clear and comprehensive reports; learn, interpret and apply complex policies, administrative regulations and operational procedures; type at a net corrected speed of 60 words per minute; transcribe dictation accurately and computer literate/IBM/WordPerfect; communicate effectively in oral and written form; make arithmetical calculations with speed and accuracy; understand and carry out oral and written directions; establish and maintain cooperative working relationships.

EXPERIENCE:

Three years of responsible secretarial experience, including one year in a responsible or lead capacity.

EDUCATION:

Equivalent to the completion of the twelfth grade, supplemented by training or course work in business office management, organization, planning or related technical skill areas.