
CLASS TITLE:	ADMINISTRATIVE SECRETARY I	1121
CLASS CODE:	1121	
APPOINTING AUTHORITY:		
DEPARTMENT:		FLSA STATUS: NE
DIVISION:		DATE: October 1, 1996

JOB SUMMARY:

Performs general and routine secretarial tasks in support of a unit, division, department, district school board office, professional, technical staff, and/or sworn officer. Work involves a variety of secretarial functions which are performed within well-established procedures and guidelines. Employees at this level perform routine and standardized tasks independently, exercising judgement and initiative. Work is performed under general supervision.

ESSENTIAL JOB FUNCTIONS:

Types articles, forms, correspondence, minutes, reports, memorandums, and other documents from copy, rough draft, or other general instructions on a word processor or typewriter, may compile information for reports to assist staff.

Sorts and files correspondence and documents alphabetically, numerically, chronologically, or by other predetermined category, removes materials from files, records information, and keeps records of complex files.

Answers phone, takes messages, screens calls, provides information to callers, and directs calls and messages to appropriate person.

Receives, opens, sorts, and routes departmental mail; distributes departmental correspondence to appropriate destination.

Compiles and maintains accurate and up-to-date records such as mailing lists, expense information, incoming and outgoing items related to deliveries and transactions, and other bookkeeping duties.

Orders office supplies, materials, equipment, etc., to maintain sufficient inventory for departmental usage.

Schedules appointments, meetings, or reservations at the request of staff.

Completes and processes forms for reimbursement or cash advances for expenses.

Sets up and maintains files of records, reports, budget statistics, charts, and other departmental documents in an orderly fashion so that materials can be easily located.

Organizes and maintains departmental payroll and leave records.

Greets visitors and directs them to the appropriate area.

Maintains files of word processing diskettes and backups so that documents can be easily located.

May assist in gathering data/compiling information for the preparation of the budget or financial reports.

Compiles materials for meetings, prepares agendas, and attends such meetings, takes summary notes on meeting discussions and types minutes for distribution to appropriate parties.

Photocopies materials and performs other secretarial duties as needed.

Performs other duties as required.

MATERIAL AND EQUIPMENT USED:

Computer and Peripheral Equipment
Standard Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or equivalent

Two years of secretarial and office support experience; type at a prescribed rate of speed

Any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

General office procedures and practices

The use of specified computer applications involving word processing, data entry, and/or standard report generation

Business English, punctuation, and spelling

Basic bookkeeping/accounting functions

Skill In:

Routine word processing software and a familiarity with computer operations

Performing detailed office support work

Composing correspondence independently or from brief instructions

Maintaining accurate office files and records.

Establishing and maintaining effective working relationships

Typing at a prescribed rate of speed

Mental & Physical Abilities:

Read and comprehend simple instructions, short correspondence, memos, and reports

Speak effectively in responding to telephone calls and the general public.

Add, subtract, multiply, and divide whole numbers, common fractions, and decimals

Apply common sense understanding to carry out detailed but uninvolved oral or written instructions

While performing the essential functions of this job the employee is regularly required to work in a typical office environment, use standard office equipment, read printed materials and a computer terminal/screen, and communicate in person and over the phone

Working Conditions:

The incumbent's working conditions are typically moderately quiet.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible. The "FLSA Status" is provided as a guideline only. Determination of the FLSA Status requires evaluation of the individual position by the employer in accordance with definitions under the Fair Labor Standards Act.