

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
CLASSIFIED JOB DESCRIPTION

SENIOR SECRETARY

DEFINITION

To perform a wide variety of highly responsible secretarial duties in support of an assigned administrator; to plan and direct the work of assigned clerical staff; and to provide information and assistance to staff, faculty, students, and the public.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Secretary series. Positions assigned to this class are expected to perform highly complex secretarial and administrative duties in support of an administrator. Positions assigned to this class can be distinguished from lower level classes by responsibility for providing technical and functional supervision to assigned clerical staff, for assisting in developing and administering operation and program budgets and for providing advanced level secretarial support with very little guidance or direction. In addition, incumbents are expected to operate with great independence in planning, prioritizing, and directing their own work and the work of other office staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level administrative staff. Exercises technical and functional supervision over assigned clerical staff.

EXAMPLES OF DUTIES - Duties may includes, but are not limited to, the following:

Performs a wide variety of complex secretarial work related to the office or function to which assigned. Acts as liaison between assigned administrator and various agencies, commissions, and the public. Plans, directs, and monitors the work of assigned clerical staff. Develops office practices and procedures and monitors information released to the public. Screens calls and visitors for administrator. Schedules and arranges meetings and events. Provides information to staff, students, and the public, independently applying and interpreting procedures and regulations. Receives a variety of information which may be of a sensitive nature. Composes correspondence; takes and transcribes dictation. Types a variety of materials, forms, reports, and correspondence. Maintains a variety of complex records and develops filing systems as appropriate. Maintains a variety of financial and statistical records and posts financial information to various accounts. Assists

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Senior Secretary (Continued)

Examples of Duties (Continued)

in preparing and administering unit budget; prepares recommendations for expenditures and assists in developing budget projections. Researches information from a variety of sources, prepares reports, and develops presentations. Schedules and may attend meetings and conferences. Operates varied office equipment. Orders and maintains office supplies. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities: Knowledge of modern office methods, practices, procedures, and equipment. Knowledge of office reception and telephone techniques. Knowledge of recordkeeping and financial recordkeeping practices. Knowledge of English usage, spelling, grammar, and punctuation. Knowledge of business letter and report writing techniques. Knowledge of budgeting practices and methods. Ability to plan, direct, and perform secretarial and clerical operations involving multiple functions. Ability to maintain complex clerical records. Ability to research and compile information and prepare reports. Ability to learn, interpret, and apply rules, regulations, and policies. Ability to perform complex secretarial and clerical work with speech and accuracy. Ability to train and direct the work of assigned clerical staff. Ability to operate standard and specialized office equipment. Ability to understand and carry out oral and written directions. Ability to type at 50 WPM. Ability to transcribe preferred. Ability to establish and maintain cooperative working relationships with those contacted in the course of work. Ability to work effectively in the absence of supervision. Ability to communicate effectively, both orally and in writing.

Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible secretarial experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized secretarial or business school courses.

Reviewed and Agreed to by:

Incumbent: \_\_\_\_\_ Date: