

Administrative Secretary I

Classified Position - 7762

<u>Salary</u> Category 2	<u>Days</u> TBD	<u>Reports to:</u> Assigned Assistant Superintendent or Director
-----------------------------	--------------------	--

SCOPE OF RESPONSIBILITIES

Perform a wide variety of specialized and responsible secretarial and administrative support duties for an Assistant Superintendent, Director or other high-level administrator; organize and coordinate office activities and communications to assist the administrator with assigned functional areas of responsibility

DISTINGUISHING CHARACTERISTICS

Administrative Secretary I incumbents perform specialized and responsible secretarial and administrative support duties for an Assistant Superintendent or Director

REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

1. Perform a wide variety of specialized and responsible duties independently in support of functions delegated to an assigned Assistant Superintendent, Executive Director or other high-level administrator; interpret and apply rules and regulations as appropriate; perform duties to assist the administrator with administrative detail as appropriate
2. Coordinate communication between the administrator and District personnel, students, educational institutions, vendors, other outside organizations and the public; obtain and provide information, coordinate activities and resolve problems
3. Research, review, check, correct and compile a variety of information; verify data for accuracy, completeness and compliance with established procedures; input and retrieve computerized data in computer systems as required
4. Prepare and maintain a variety of records, logs and files including information of a confidential nature; maintain confidentiality of information and records
5. Schedule meetings, conferences and appointments for assigned administrator; maintain administrator's calendar; arrange travel accommodations as necessary
6. Compile information and data for a variety of reports; organize, type and print reports and other written materials related to assigned office functions
7. Coordinate and compile Board Agenda materials
8. Respond to requests for information from students, staff and the general public regarding District programs, policies, procedures and regulations
9. Type a wide variety of materials such as correspondence, reports, contracts, forms, applications, memoranda and other documents
10. Take and transcribe dictation of minutes, letters and memoranda, including materials of a confidential nature as required by the position; prepare correspondence and memoranda independently or from oral instructions
11. Operate a computer terminal and microcomputer to maintain records and generate reports, lists and other materials; utilize word processing and other software as required
12. Receive, process and route mail; order, issue and maintain department supplies, forms and equipment. Train and provide work direction to departmental clerical support staff as assigned; monitor office workflow and assure compliance with established time line procedures and standards of quality
13. Maintains regular and predictable attendance
14. Adheres to the professional code of ethics
15. Successfully utilizes technology as appropriate in job function
16. Perform related duties as assigned

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Modern office practices, procedures and equipment

- Record-keeping and report writing techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- District organization, operations, policies and objectives
- Oral and written communication skills
- Applicable sections of Kentucky Administrative Regulations and other applicable laws
- Interpersonal skills using tact, patience and courtesy
- Telephone techniques and etiquette
- Operation of a computer terminal and a variety of other office equipment including typewriter, calculator, copiers and dictation equipment

ABILITY TO:

- Perform secretarial and administrative assistance duties
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Type at an acceptable rate of speed
- Take and transcribe dictation at an acceptable rate of speed
- Work independently with little direction
- Establish and maintain effective working relationships with others
- Meet schedules and time lines
- Prepare reports by gathering and organizing data from a variety of sources
- Work confidentially with discretion
- Analyze situations accurately and adopt an effective course of action
- Communicate effectively both orally and in writing
- Work efficiently with many interruptions
- Operate a variety of office equipment including computer terminals, calculator, typewriter, copiers and dictation equipment
- Make arrangements for meetings and conferences
- Maintain a variety of files, records and logs
- Plan and organize work
- Provide work direction to others as assigned

MINIMUM QUALIFICATIONS

1. Any combination equivalent to: high school diploma, G.B.D. Certificate or demonstrated progress toward obtaining a G.B.D. as required by Kentucky law
2. Four years of responsible secretarial experience involving the use of word processing and recordkeeping software