

**District Secretary**

**Purpose Statement**

The job of District Secretary is done for the purpose/s of providing administrative and secretarial support to assigned administrative personnel; coordinating and monitoring assigned activities; and providing information, recommendations and/or direction as may be requested.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Assigned Administrator

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**Essential Functions**

- Coordinates a variety of programs and/or activities (e.g. travel, schedules, etc.) for the purpose of delivering services in compliance with established guidelines.
- Maintains a wide variety of manual and electronic documents, files and records (confidential and non-confidential) (e.g. meeting minutes, materials received/sent, department/program budget data, employee records, financial records, etc.) for the purpose of documenting activities, complying with mandated requirements and/or providing up-to-date reference and audit trail.
- Monitors assigned departmental activities and/or program components (e.g. payroll, meetings, department budget and expenditures, compliance with state requirements, etc.) for the purpose of ensuring that goals are achieved, target dates are met and financial, legal and/or administrative requirements are satisfied.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of reports, documents and correspondence (e.g. payroll reports, letters, memos, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. purchase orders, expense claims, invoices, etc.) for the purpose of disseminating information to appropriate parties.
- Responds to a wide variety of program-specific and district-general inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or direction.
- Supports assigned administrative personnel for the purpose of providing assistance with administrative functions.

**Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related

software applications, preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; concepts of grammar and punctuation; and office methods and practices including office application software.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; being attentive to detail; establishing and maintaining effective working relationships; and working with frequent interruptions. Have the Ability for regular and reliable attendance.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency .

Required Testing

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt