



## **BERRYESSA UNION SCHOOL DISTRICT**

### **Position Description**

**JOB TITLE:**    **Administrative Secretary – Support Services**

**Job Purpose Statement/s:** The Job of "Administrative Secretary – Support Services" is done for the purpose/s of providing clerical support to administrative personnel; communicating information to staff, the public, and other districts; orienting assigned personnel to their job requirements; ensuring compliance with financial, legal and administrative requirements; and providing information and/or direction as may be requested.

**Essential Job Functions:**

- **Composes** documents (e.g. correspondence, agendas, minutes, bulletins, reports, etc.) for the purpose of communicating information to school and district personnel, the public, state officials, etc.;
- **Evaluates** situations (e.g. involving other staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution;
- **Monitors** assigned activities and/or program components (e.g. attendance, program budget, time cards/time sheets, etc.) for the purpose of ensuring compliance with financial, legal and/or administrative requirements;
- **Oversees** workload of department for the purpose of maximizing the efficiency of the workforce and meeting operational requirements;
- **Prepares** written materials (e.g. brochures, newsletters, etc.) for the purpose of conveying information regarding school and/or district activities and/or procedures;
- **Processes** documents and materials (e.g. schedules, agendas, mail, etc.) for the purpose of disseminating information to appropriate parties;
- **Responds** to inquiries of staff, the public, parents and/or students for the purpose of providing information and/or direction as may be required;
- **Maintains** data base of required information for the purpose of documenting and providing reliable information;

**Essential Job Functions:** (Continued)

- **Processes** the ordering and distribution of department supplies for the purpose of acquiring necessary resources to support department operations;
- **Reconciles** department budget cash accounts as assigned for the purpose of maintaining accurate balances and complying with school accounting practices;
- **Arranges** and schedules a variety of meetings for the purpose of preparing for events;
- **Coordinates** district wide workshops and registration for the purpose of obtaining space and/or informing the staff of upcoming workshop.

#### **Other Job Functions:**

- **Performs** other job related duties as may be assigned.
- **Attends** meetings for the purpose of conveying and/or gathering information required to perform functions.
- **Attends** appropriate workshops/conferences for the purpose of ongoing training.

#### **Job Requirements - Qualifications:**

- **Experience Required:** Prior job related experience with increasing responsibility.

#### **Skills, Knowledge and/or Abilities Required:**

*Skills* to operate standard office equipment including use of basic computer applications; use English in both written and verbal form; use correct spelling, grammar and punctuation.

*Knowledge* of basic budgeting, financial and statistical recordkeeping, standard office equipment, computer applications to complete essential job functions.

*Abilities* to adhere rules and regulations related to assigned functions; sit for prolonged periods, work independently; understand and carry out oral and written instructions; interact with persons of different age groups and cultural backgrounds. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation.

#### **Job Requirements - Qualifications: (Continued)**

**Education Required:** High School diploma or equivalent

**Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance.

**Reports to:** Department Administrator

**Terms of Employment:** 12 months

**Salary Placement:** C.S.E.A. Contract

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board's Policy and Evaluation of Classified personnel and the CSEA Contract.

Board Approved: 3/11/97  
(Reformatted: 5/2/03)