



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)