

## SAN YSIDRO SCHOOL DISTRICT

**TITLE:** Administrative Confidential Secretary  
**DEPARTMENT:** Administration  
**FLSA:** Non-Exempt  
**Revised:** May 2017

**REPORTS TO:** Superintendent  
**CLASSIFICATION:** Classified (12 month)  
**SALARY:** Confidential Salary Schedule (Steps 10-14)  
**Board Approved:** May 30, 2017

**BASIC FUNCTION:** Under the direction of the Superintendent or his/her designee, the secretary in this position is responsible for the performance of all secretarial duties designed to ensure the smooth and efficient operation of the Administration Department. This position requires confidentiality and discretion.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Prepares letters, reports, and notices including correspondence to the public and translates correspondence (English/Spanish) when necessary.
- Collects and organizes pertinent data as needed, and prepares it for reportable form.
- Maintains a regular filing system, as well as confidential files, and processes incoming correspondence as directed.
- Orders and maintains supplies as needed.
- Maintains a file of all employee organization contracts entered into by the District, including minutes of meetings.
- Independently composes communications regarding routine matters.
- Types copy from dictation, straight copy, drafts, or transcription equipment.
- Prepares agenda items for meetings, conferences and minutes.
- Places and receives telephone calls, and records messages.
- Assists the Secretary to the Superintendent, when necessary, in the performance of his/her duties especially in his/her absence.
- Welcomes visitors courteously, determines their needs, checks appointments, and directs them to the proper person or department.
- Assists in the preparation of governing board agendas and minutes, including items identified to be confidential.
- Serves as a translator at board meetings and other meetings as assigned by the Superintendent or his/her designee.
- Makes arrangements for committee and other meetings.
- Attends meetings to take minutes and prepare summaries.
- Performs other related clerical/secretarial duties as required

### KNOWLEDGE

- Demonstrated knowledge of functions and clerical operations of an administrative office.
- Demonstrated knowledge of office practices and equipment, including filing systems, receptionist, and telephone techniques, letter and report writing.
- Demonstrated knowledge of correct English usage, spelling, grammar, punctuation; arithmetic.
- Demonstrated knowledge of rules and regulations, laws and policies governing the district.

**ABILITIES**

- Ability to perform responsible clerical and secretarial work.
- Ability to understand and apply policies and rules.
- Ability to compose correspondence independently.
- Ability to make clear and comprehensive reports and keep records.
- Ability to meet the public in situations requiring tact, diplomacy and poise.
- Ability to use good judgment in recognizing scope of authority.
- Ability to establish and maintain effective working relationships.
- Ability to type at a rate of fifty five (55) words per minute.
- Ability to take notes.
- Ability to transcribe from a Dictaphone.

**MINIMUM QUALIFICATIONS:****EDUCATION AND EXPERIENCE**

- Any combination of education equivalent to high school graduation, including or supplemented by secretarial courses.
- Five (5) years of recent responsible secretarial experience

**DESIRED QUALIFICATIONS:**

- Bilingual and Biliterate (English / Spanish)

**WORKING CONDITIONS**

Indoor and outdoor school settings which can include office and outdoor interactions.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information and read body language and expressions; seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects.