

## MILPITAS UNIFIED SCHOOL DISTRICT

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**TITLE:** District Office Administrative Secretary  
**REPORTS TO:** District Office Administrator(s)  
**WORK YEAR:** 12 Months

**DEPARTMENT:** District Office  
**CLASSIFICATION:** Classified  
**RANGE:** 21

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**Basic Function:** To assist District Office Administration by planning, coordinating, and participating in the support activities of the District Office. Employees in this classification receive limited supervision within a broad framework of policies and procedures. This job class requires initiative and exercises independent judgment in the application and follow-through of administrative decisions and policy making. This job class also requires extensive school, public and organizational contact requiring the accurate interpretation of District policies, procedures, standards, and requirements.

### **Essential Functions and Responsibilities:**

Screens calls and visitors. Interfacing with District staff and public entities, acts as an information source regarding the District's policies, procedures and objectives, giving out information where judgment, knowledge and interpretations are utilized especially in the proper handling of confidential files or information. Answers questions, resolves complaints, provides desired information as required, or refers to appropriate person.

Process administrative details not requiring the immediate attention of assigned administrator.

Provide secretarial assistance to the District Office Administrator(s), prepare and type letters, newsletters, agendas, purchase requisitions, contracts, statistical materials, and other documents as assigned.

Receive, review, and verify documents, records, and forms for accuracy, completeness and conformance to applicable rules, regulations, policies, and procedures.

Assists in maintaining expenditure records of budget; assists with the development of budget; prepares budget transfer requests as necessary.

May assist in organizing and compiling Board agenda materials.

Coordinates and monitors special projects, assignments, and activities as assigned which may include but is not limited to enrollment, inter/intra-district transfers, textbook adoptions and purchasing, EL, Home & Hospital, summer school programs, etc.

Assist in preparing and processing employee contracts such as F12s, P16s and departmental and consulting agreements and process resulting timesheets.

Plans and organizes filing systems and files, maintain complex records and prepares reports.

Organizes the flow of work in a particular office as assigned.

Types a variety of complex materials such as manuals, statistical reports, final reports; composes correspondence from limited instructions or from own knowledge of subject matter. Compiles and organizes information for the preparation of special reports as assigned. Originates and prepares statistical and technical material independent of specific instructions.

Arranges appointments, schedules, and itineraries and maintains detailed calendar for assigned administrator(s). Insures that schedules and priorities are met, appointments, conferences and other activities are in order.

Coordinates and/or attends various meetings, types agendas, summarizes actions taken for appropriate review, may be required to record minutes, maintains distribution and filing of agenda and/or minutes.

Conduct inquiries to obtain information (telephone, email, surveys, etc.) as needed.

Works with databases, such as District student or financial systems, analyzes and distributes data.

Operate computer and software systems and other office equipment as necessary (copier, scanner, etc.) and arrange for supplies, repair, and maintenance of equipment as needed.

Order office supplies and other support materials for staff (purchase requisitions, STORES system). Reconcile deliveries with shipments and deliver appropriately.

Receives, sorts and distributes incoming mail.

Handles unusual situations or first aid emergencies following prescribed procedures.

Performs directly related duties as required and assigned.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ENTRANCE QUALIFICATIONS:** Equivalent to Graduation from high school and five (5) years of recent, successful and progressively responsible office experience, including one (1) year of experience in a California school district at a level in this district of Principal/School Secretary or School/Staff Secretary. Additional college level education and/or experience is desirable. Ability to pass the District Proficiency Examination at the level appropriate to the job classification.

## **KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

English, composition, grammar, spelling, and vocabulary for both oral and written communications and reports  
Proper organization of an administrative office, including filing, appointments and scheduling, record-keeping, and related office operations

Principles of staff and public relations

Modern office methods and practices, business forms, receptionist and telephone techniques

School district organization and objectives

Reading and applying technical, legal and policy information

California Education Code

Proofreading

Standard office equipment

Board responsibilities

Administrative procedures and the maintenance of policy guides

Coordination and training of student workers and classified staff

**ABILITY TO:**

Perform and coordinate difficult office, secretarial and clerical work, involving independent judgment, accuracy and speed.

Adapt office procedures to changing organizational needs.

Organize clear and comprehensive reports.

Maintain technical records.

Understand, interpret and apply technical, legal, and district policy to specific situations.

Effectively meet administrative and professional personnel, and the public, in situations requiring tact, poise, and judgment.

Compose correspondence independently, from general instructions.

Arrange, set up meetings and handle related duties as needed.

Back-stop other positions

Type/keyboard 55 wpm from clear copy.

Meet schedules and time lines.

Prioritize and schedule work.

**WORKING CONDITIONS:****ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**OFFICE ENVIRONMENT:** subject to eyestrain from computer terminal.

**PHYSICAL ABILITIES:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Vision (which may be corrected) to read small print; mobility of arms to reach and dexterity of hands to grasp and manipulate small objects; lower body mobility may not be required; work which is primarily sedentary; dexterity of hands and fingers to operate a computer keyboard and other office equipment; reaching overhead, above the shoulders and horizontally; stooping and bending; hearing and speaking to exchange information in person or on the telephone; seeing to assure complete and accurate reports; sitting or standing for extended periods of time.

**LICENSES:**

Possess and maintain a valid First Aid Certificate. (If employee does not utilize District provided training, employee will be responsible for obtaining a valid First Aid Certificate on his/her own).

Possess and maintain a valid California Driver's License.

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