

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Administrative Secretary I	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Office-Technical)
<b>SERIES:</b>	Administrative Secretary	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	1515	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Assigned Location	<b>SALARY:</b>	Range 47 Salary Schedule C
<b>REPORTS TO:</b>	Assigned Supervisor	<b>BOARD APPROVAL:</b>	03-15-99
		<b>HR REVISION:</b>	07-20-12

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**BASIC FUNCTION:**

Perform diverse, varied secretarial duties to assist with administrative and clerical detail; plan, organize, and coordinate office activities and communications; provide work direction to clerical personnel as assigned.

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

Interpret and apply rules and regulations as appropriate; coordinate communications; obtain and provide information; coordinate activities, and resolve issues. **E**

Research, review, correct, and compile a variety of information; verify data for accuracy, completeness, and compliance with established procedures. **E**

Schedule meetings, conferences, and appointments; maintain calendar; arrange travel accommodations. **E**

Coordinate, compile, and prepare Board or Superintendent's Cabinet agenda items; type a variety of materials independently or from oral or written instructions. **E**

Independently respond to requests for information regarding district programs, policies, procedures, and regulations; receive complaints from parents and the general public, and respond according to established procedures and guidelines. **E**

Prepare vacancy requisitions; prepare purchase requisitions for the purchase of supplies and equipment according to established procedures; maintain general budgetary and inventory records related to purchases; may deposit petty cash. **E**

Open, sort, read, and route mail; independently compose replies; process administrative details not requiring immediate attention of the administrator. **E**

Attend meetings, and prepare minutes and summaries of action taken; maintain confidential records and files. **E**

Research and compile information and compute statistical data for federal, state, county, and district reports and special projects as assigned. **E**

Prepare and maintain a variety of records, logs, and files, including information of a confidential nature; maintain confidentiality of information and records. **E**

Operate a computer and related software to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries; operate standard office equipment; lift light objects. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: graduation from high school with course work in business or related field, and four years of secretarial experience including one year in an educational environment.

### **LICENSES AND OTHER REQUIREMENTS:**

Overall scores in computer software testing program preferred as follows:

Keyboarding.....55 Correct WPM  
 Word.....80% Overall Score  
 Excel.....80% Overall Score

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Current office practices and procedures.  
 Operations, procedures, specific rules, and precedents of the office.  
 Record-keeping techniques.  
 Operation of a computer, related software, and standard office equipment.  
 Correct English usage, grammar, spelling, punctuation, and vocabulary.  
 Oral and written English communication skills.  
 Interpersonal skills using tact, patience, and courtesy.  
 Health and safety regulations.

#### **ABILITY TO:**

Perform the basic function of the position.  
 Compile and verify data, maintain records, and prepare reports.  
 Compose correspondence and written materials independently.  
 Work independently with little direction to meet schedules and timelines.  
 Operate a computer, related software, and standard office equipment.  
 Lift light objects according to safety regulations.  
 Understand and work within scope of authority.  
 Work confidentially with discretion.  
 Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.  
 Communicate effectively in English, both orally and in writing.  
 Establish and maintain cooperative and effective working relationships with others.  
 Complete work with many interruptions.  
 Meet state and district standards of professional conduct as outlined in Board Policy.

### **WORKING CONDITIONS:**

#### **SAMPLE ENVIRONMENT:**

Office environment; constant interruptions.

#### **SAMPLE PHYSICAL ABILITIES:**

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders and horizontally, bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; lift light objects.

**SAMPLE HAZARDS:**

Occasional contact with dissatisfied or abusive individuals.

**APPROVALS:**

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Jess Serna, Chief Human Resources Officer

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Date

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Jonathan P. Raymond, Superintendent

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Date