

## **ADMINISTRATIVE SCHOOL SECRETARY (STENOGRAPHER)**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a responsible position involving the accurate performance of difficult stenographic, keyboarding, and clerical duties for a major school administrator such as an Assistant Superintendent for Business Instruction or Pupil Personnel or a Supervisor of Transportation or Director of School Facilities and Operations. Considerable contact with the public, school personnel and students is involved. The position requires the exercise of independent judgment in relieving the superior of routine administrative details and in the application of prescribed methods and procedures. This class differs from School Secretary III (Stenographer) by virtue of more complex duties and independent judgment in carrying out administrative details. Work is performed under the general supervision of an administrator with considerable leeway allowed in the exercise of independent judgment. Supervision is exercised over lower level personnel.

### **TYPICAL WORK ACTIVITIES:**

1. Relieves administrators of a wide variety of responsibilities, using discretion, tact and a thorough knowledge of school procedures and policies;
2. Performs complex stenographic, keyboarding, and clerical tasks;
3. Takes and transcribes minutes of meetings;
4. Receives and screens telephone calls from administrators, faculty and the public;
5. Composes and operates a keyboard in the preparation of correspondence using independent judgment as to phrasing and content of letters of a routine nature;
6. Performs research on district-wide projects;
7. Gathers and prepares confidential information for contract negotiations;
8. Assists in budget preparation;
9. Works with federal and state regulations pertaining to school districts;
10. Maintains time and attendance records;
11. May assist in the review of district-wide health insurance bids;
12. May distribute assignments or work orders to bus drivers or maintenance personnel;
13. Advises personnel as to school policy and procedure;
14. Arranges workshops, conferences and travel;
15. Maintains district-wide inventories;
16. Maintains files and records;
17. Uses electronic data processing equipment in the storage and retrieval of information;
18. Supervises and trains clerical staff;
19. Does related work as required.

**ADMINISTRATIVE SCHOOL SECRETARY (STENOGRAPHER) (Cont'd)**

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business English and arithmetic; ability to carry out administrative details independently; ability to compose routine correspondence; ability to operate a keyboard at not less than 35 words per minute; ability to take stenography at not less than 80 words per minute; ability to understand, remember, and interpret numerous laws, rules, and regulations pertinent to the activities of the department; ability to maintain confidentiality and exercise discretion in regard to school district matters; ability to maintain neat and legible records; ability to supervise and coordinate the work of others; ability to understand and carry out complex oral and written directions; ability to use electronic data processing equipment; ability to perform complex arithmetic operations accurately and quickly; ability to prepare reports; resourcefulness; initiative; patience; tact and courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER:
- (A) Completion of two (2) years of college or business school or secretarial school and one (1) year of full-time secretarial or general office experience which included personal contact, the performance of skilled stenographic duties, and involved the use of computers to maintain records or produce correspondence or spreadsheets;
- OR:
- (B) Three (3) years of the work experience described in (A) above:
- OR:
- (C) An equivalent combination of training and experience described in (A) and B) above.

NOTE: Additional experience may be substituted on a year-for-year basis in lieu of a high school diploma up to a maximum of two (2) years.

**SPECIAL REQUIREMENT:**

Candidates must indicate stenographic and keyboarding ability; i.e., courses in stenography and typing or skilled stenographic and keyboarding work experience.

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ADOPTED: 10/13/88

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