

**CARMEL UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION - CLASSIFIED**

POSITION: ADMINISTRATIVE SECRETARY I

RANGE: 17

A. PRIMARY FUNCTION

Under general supervision, to perform difficult secretarial duties for one or more persons in the District Office; and to do related work as assigned.

B. ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

1. Perform a variety of secretarial and clerical duties for the Administrative Staff.
2. Work effectively on the telephone, screening and directing calls, contacting parents, and coordinating requests for information with respect to District programs.
3. Make phone calls to parents and other staff members, etc. to convey requests, follow-up on various items, and ensure proper coordination to enable meeting deadlines.
4. Type letters, memos, reports and other materials, often compiling needed information from several sources and developing appropriate formats.
5. Review and update records and reports, alerting appropriate staff members to items that are unusual or might require action.
6. Maintain schedules, files, budgets, and assist with purchasing for the assigned program(s).
7. Maintain materials pertaining to assigned program(s); compile pertinent data and send to school, parents and appropriate administrator.
8. Perform duties pertaining to the individual needs of each school relative to assigned program(s).
9. Assist other departments in times of special need when time permits.
10. Administer first aid to injured students.

C. QUALIFICATIONS

1. Knowledge of:
 - a. Modern office methods, practices and procedures, including filing systems, receptionist and telephone techniques, business forms, letter and report writing, proofreading, and office equipment operation.
 - b. General goals and purposes of public education.
 - c. Time management/organizational techniques.
 - d. School district organization, functions, policies, rules and regulations.
 - e. Basic first aid procedures.

2. Ability to:
- a. Learn and interpret specific rules, laws, and school and district policies and apply them with good judgment in a variety of procedural situations.
 - b. Assume responsibility for and use good judgment in recognizing the scope of authority delegated.
 - c. Perform responsible clerical work with accuracy and speed.
 - d. Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise, and firmness.
 - e. Analyze situations and adopt an effective course of action.
 - f. Follow oral and written instructions.
 - g. Make mathematical calculations with speed and accuracy.
 - h. Type quickly and accurately from ordinary manuscript or from printed or typewritten material.
 - i. Compile and maintain accurate and complete records or reports.
 - j. Compose correspondence independently.
 - k. Use a computer to perform clerical tasks and to maintain records.
 - l. Establish and maintain friendly, cooperative and effective working relationships with all persons contacted in the course of work.
 - m. Operate modern office equipment required to perform job efficiently and effectively in a safe manner.
 - n. Use correct English usage, spelling, grammar and punctuation.

D. PHYSICAL REQUIREMENTS

Incorporated within one or more of the essential functions of this position are the following essential physical requirements:

1. Ability to see for purposes of reading instructions, labels and other printed matter and for the safe operation of equipment.
2. Ability to hear and understand speech at normal levels in person and/or on the telephone.
3. Ability to communicate so others will be able to clearly understand a normal conversation in person and/or on the telephone.
4. Ability to operate computer, typewriter, calculator, copy machine, telephone and other office equipment with dexterity and in a safe and efficient manner.
5. Ability to routinely lift/carry office supplies and printed materials weighing up to 25 pounds.

E. WORKING CONDITIONS

Office working environment subject to sitting at a desk for long periods of time, bending, crouching or kneeling to access files from ground level to 4.5 feet above the ground, pushing/ pulling of file drawers, reaching in all directions and working at a computer and/or telephone for prolonged periods of time.

REVISED: 01/01/95