

**FORT BRAGG UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION – ADMINISTRATIVE SECRETARY**

DEFINITION

To perform a wide variety of responsible secretarial and clerical duties for the assigned school office; and to perform routine administrative tasks as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a principal or assigned administrator.

EXAMPLES OF DUTIES – May include, but are not limited to, the following:

- Provide routine administrative support to assigned school office; maintain technical records for assigned school office.
- Explain and interpret school policies, rules and regulations in response to inquiries; refer inquiries as appropriate.
- Compile information and data for statistical and financial reports including attendance, student funds and lunch money; provide information to principal as requested.
- Act as receptionist; screen calls and visitors, and refers inquiries as appropriate.
- Respond to questions and concerns of parents and students; determine appropriate referrals to other school personnel as necessary.
- Type a variety of written material from rough draft or verbal instructions; types, proofreads and processes a variety of documents.
- Inventory and order general office and classroom supplies.
- Compose routine correspondence.
- Perform record keeping for various funds and expenditures.
- Operate a variety of office equipment including a computer, typewriter, fax and copy machine.
- May take and prepare meeting minutes as necessary.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

**FORT BRAGG UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION – ADMINISTRATIVE SECRETARY**

Knowledge of:

- Proper English usage, spelling, grammar and punctuation.
- Modern office methods, procedures, computer skills and basic spread sheet programs.
- Basic record keeping principles and procedures (accounts payable/accounts receivable)

Ability to:

- Perform assigned secretarial duties with speed and accuracy.
- Interpret and apply and apply school policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Handle multiple tasks.
- Operate and maintain (including simple repairs) modern office equipment, including a computer, fax and copy machine.
- Compile information and maintain records.
- Maintain confidentiality.
- Establish and maintain effective working relationship with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

- Two years of responsible secretarial and clerical experience.

Training:

- Equivalent to the completion of the twelfth grade; computer courses including word processing and simple spreadsheets.

Special Requirements

Possession of, or ability to obtain, a valid California driver's license.

Physical Requirements

- Ability to exert 50 pounds of force frequently to lift, carry, push, pull or otherwise

**FORT BRAGG UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION – ADMINISTRATIVE SECRETARY**

move objects.

- Ability to stoop, climb, stand for long periods of time and perform physical tasks, physical mobility and stamina to participate in activities which may be strenuous.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Board Adopted: April 27, 1989

Rev. Board Approved: October 11, 2001