

LOCAL DISTRICT CLASSIFICATION PLAN

CLASS TITLE: SECRETARY I

BASIC FUNCTION:

Perform advanced-level secretarial duties requiring independent judgment and analysis for a District Director or coordinator of a District-wide program or function; plan, organize, and coordinate office activities and communications to relieve the Director of routine administrative and clerical details.

DISTINGUISHING CHARACTERISTICS:

Secretary I incumbents report to a District coordinator, specialist or other administrator having responsibility for as program of smaller size, complexity, and impact and perform responsible administrative assistance duties. Secretary II incumbents report to a Director-level administrator with responsibilities for overall program administration of a large, complex District function and perform administrative assistance duties.

REPRESENTATIVE DUTIES:

Serve as secretary to a Director, coordinator, or other administrator of a District-wide program or function; plan, organize, and coordinate activities to relieve the administrator of routine clerical details.

Interview and screen callers and visitors, including students, teachers, administrators, parents, vendors, and the public and provide information or direct to appropriate personnel; provide detailed and technical information concerning District policies, procedures, and established regulations.

Communicate with parents and District personnel on confidential or sensitive issues; screen incoming calls to gather and exchange information.

Assure timely communications between office and District employees; make phone calls to receive and transmit information; type memos, bulletins, letters, and notices; prepare Board agenda items and related materials as assigned; compose correspondence or prepare from rough draft.

Research and compile information and compute statistical data for federal, State, and District reports and special projects as assigned.

Train and provide work direction to other clerical personnel as assigned.

Type a variety of items including inter-office communications, requisitions, forms, letters, special projects, legal documents, and other materials; establish, modify, and maintain project and confidential filing systems.

Schedule meetings, conferences, and appointments for the Director; maintain Director's calendar; arrange for conference rooms and refreshments; arrange and schedule travel accommodations as necessary.

Assist in the maintenance of department budgets; enter data into computer to charge appropriate accounts; review invoices, requisitions, and purchase orders for accuracy, completeness, and compliance with department and District policies; inspect and verify accuracy of District financial reports with office records; research and resolve discrepancies as needed.

Review or prepare a variety of materials and documents, including financial documents, invoices, inventory records, and statistics; order supplies and materials and prepare purchase orders; assure adequate forms and supplies to support office operations.

Attend a variety of meetings; prepare and send out notices of meetings; collect and compile information for meetings, projects, and workshops; prepare and distribute minutes.

Take and transcribe dictation of letters, reports, bulletins, meetings, and memoranda as required; transcribe materials from dictation equipment as required; provide secretarial and clerical assistance to other staff as necessary.

Maintain a variety of complex personnel records, time sheets, lists, files, and records, including confidential materials.

Compile data for budget; post and maintain budget and financial records of a variety of programs; monitor account balances and record expenditures.

Receive, open, and screen incoming mail and independently compose replies according to established procedures.

Operate a variety of office equipment such as typewriter, computer terminal, fax machine, copier, and calculator.

Coordinate communications between supervisor and other District staff and the public.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures, and equipment.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws.
- District organization, operations, policies, and objectives.
- Organization, rules, regulations, and programs related to an assigned office or function.
- Operation of a computer terminal and data entry techniques.
- Software applications used by the District, including word processing and spreadsheets.
- Financial and statistical record keeping techniques.
- Basic budget monitoring and control.
- Telephone techniques and etiquette.
- Financial and statistical record keeping techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

- Perform advanced-level secretarial duties requiring independent judgment and analysis.
- Plan, organize, and coordinate office activities and communications to relieve the Director of routine administrative and clerical details.
- Work independently with little direction.
- Type at an acceptable rate of speed.
- Analyze situations accurately and adopt an effective course of action.
- Compose independently or from oral instructions letters, memos, bulletins, or other material.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Meet schedules and time lines.
- Add, subtract, multiply, and divide quickly and accurately.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years of increasingly responsible secretarial and clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Revised: March, 1999

Some positions in this class may be required to take and transcribe shorthand at an acceptable rate of speed.