



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Ave., Hemet, CA 92545 (951) 765-5100

ADMINISTRATIVE SECRETARY I

JOB SUMMARY

Under general supervision of department management designee, perform a wide variety of clerical, secretarial and/or technical duties. Assignments in this class are characterized by the performance of a wide variety of clerical and secretarial work for management staff.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. Perform a wide variety of secretarial duties for one or several administrative staff members;
2. Maintain an administrator's calendar;
3. Interview callers, often with urgent or important business, in person or by telephone, and choose among alternative courses of action including routing them to other administrative or professional personnel;
4. Schedule appointments; screen incoming correspondence, refer to appropriate staff member for reply, and follows up to ensure that reply deadlines are met;
5. Prepare correspondence including material of a confidential and sensitive nature, statistical data, and reports as required;
6. Answer questions that involve searching for and abstracting data and detailed explanations, and primarily refers only matters requiring policy decisions to immediate supervisor;
7. Take minutes at group meetings; compose and answer correspondence independently, requiring a thorough knowledge of the District's procedures and policies; gathers, writes, and edits materials for bulletins, and notices; assist supervisor in preparing and arranging committees and other meetings;
8. May establish and maintain a variety of files including student's confidential files;
9. Act as liaison and initial contact person for other departments, schools and agencies for requesting records and student information data;
10. Prepare and submit a variety of unduplicated reports such as for student enrollment counts and attendance records;
11. Operate a variety of office equipment including a computer, printer, scanner, calculator, copy/fax machine;
12. May keep payroll, time, attendance and other personnel reports;
13. May oversee the work of clerical assistants;
14. Perform other related work as may be required.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

1. The functions; organization, rules, procedures and programs of the administrative office to which assigned;
2. Modern office procedures and practices including filing systems, receptionist telephone techniques, web-based and software programs;
3. Office machines and equipment including the use of a computer;
4. General public relations;
5. Correct English usage, spelling, grammar, vocabulary, and punctuation.

Ability to:

1. Perform complex secretarial and clerical work involving the use of independent judgment;
2. Maintain strict confidence concerning job related information when handling confidential records and sensitive matters;
3. Accurately interpret and apply District policies, procedures and regulations;
4. Independently make clear and comprehensive reports and keep difficult records;
5. Learn, interpret, and explain or apply a wide variety of policies, laws, rules and regulations to others;
6. Analyze situations and develop effective courses of action;
7. Make arithmetic calculations with speed and accuracy;
8. Communicate clearly, both orally and in writing;
9. Understand and carry out oral and written directions;
10. Manage multiple tasks;
11. Carry out assignments with minimal supervision;
12. Learn and utilize new and current technologies;
13. Type at net corrected speed of 45 words per minute;
14. Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Education:

High School Diploma, General Education Degree (GED), or Certificate of Proficiency, and possession of the knowledge and abilities listed above.

Experience:

Three (3) years of increasingly responsible clerical and/or secretarial experience, preferably including some experience with the program to which assigned; OR two (2) years of experience at or equivalent to the level of Clerk with the Hemet Unified School District.

REQUIRED LICENSES AND/OR CERTIFICATES

1. Possession of and maintain a valid California Driver's License during the course of employment;
2. Have an acceptable driving record;
3. Must be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential functions.

Physical Demands: Sitting (up to continuously); stand, walk, bend, stoop, look up/down (occasionally); push, pull, twist, squat, climb stairs (infrequently); repetitive hand activities within close reach, such as keyboard, mouse, handwriting, files and phone (continuously); lift/carry office supplies up to 10 pounds (occasionally); to 30 pounds (infrequently); use vision, hearing and speaking.

Working Conditions: District office and grounds; Indoors office setting; Exposure to: inside/outside temperature swings, use of office equipment & supplies, proximity to alarms.

In compliance with the Americans with Disabilities Act (ADA), the Hemet Unified School District (HUSD) will provide reasonable accommodations to qualified individuals with disabilities for the purpose of

enabling the performance of the essential duties and responsibilities of the position. HUSD encourages both prospective and current employees to discuss potential accommodations with the Human Resources and/or Safety/Risk Management.

EMPLOYMENT STATUS

Classified Bargaining Unit Position

Range 29

12 Month Work Year Calendar

January 2024