

**Alameda County Office of Education  
Job Description**

**JOB TITLE:**        **Administrative Secretary** (Range 14 CSEA)

**JOB SUMMARY :**

Provides lead secretarial and clerical support for an assigned department and performs specific functional duties in the department operations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs advanced secretarial support to the assigned functional operation.

Performs specific operational duties in the functional responsibilities of the department.

Composes, types, proofreads, and edits correspondence, forms, charts, minutes and other materials.

Prepares meeting agendas, schedules facilities and equipment, arranges transportation for participants.

Tracks expenditures, reconciles budgets, initiates budget transfers and prepares expense reports.

Provides general information concerning programs, policies and procedures of assigned department.

Creates and maintains filing systems, mailing lists and training records.

Requisitions supplies, locates suppliers and determines best prices.

Types, edits, and formats material for printing.

Collects fees and forms for workshops.

Accesses electronic correspondence for other offices and bulletin boards.

Screens and routes calls.

Maintains and administers financial records of department operations or functional programs.

Performs administration in the organization and conduct of seminars and workshops.

Takes and transcribes dictation.

Operates computers and software databases and internet related to specific department operations.

Monitors and orders office supplies.

Monitors and orders office equipment maintenance and repair.

Performs related duties as required.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ABILITY TO**

Take minutes and accurately record proceedings of meetings.  
Operate a computer and software.  
Communicate effectively orally and in writing.  
Plan, organize and administer programs.  
Organize and coordinate office activities.  
Arrange meetings and travel.  
Interpret and explain policies & procedures.  
Compose correspondence independently.  
Schedule and coordinate meetings.  
Prepare and maintain records and files.  
Maintains filing systems.  
Perform clerical work & administrative tasks.  
Keyboard at 60 WPM from clear copy.  
Establish, maintain effective relationships.  
Operate modern office equipment.  
Meet schedules and timelines.  
Plan and organize work.  
Maintain records and prepare reports.

**KNOWLEDGE OF**

Specific functional duties related to department operations.  
Advanced secretarial administrative methods.  
Coordination of clerical assignments.  
Operation of computers and software.  
Modern office practice and procedures.  
Department operations and policies.  
Interpersonal skills.  
Advanced clerical methods and procedures.  
Correct English usage.  
Operation of office equipment.  
Telephone etiquette.  
Letter and report writing.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); four years related experience and/or training; or equivalent combination of education and experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

None required.

### **LANGUAGE SKILLS**

Ability to read and comprehend instructions, correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide using whole numbers, to compute rate, ratio, percent and to read and interpret graphs.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms.. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee frequently works with a video display terminal for prolonged periods. The noise level in the work environment is usually quiet.

**Approved by Personnel Commission**

**Approved Date:** February 19, 2009