

Alameda County Office of Education
Job Description

JOB TITLE: **Senior Secretary** (Range 13 CSEA)

JOB SUMMARY : Provides secretarial support to assigned department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintains a variety of files and records; maintains databases.

Schedules and maintains directors appointment calendar.

Drafts, edits and types memos, routine correspondence, reports and related materials.

Answers phones, types, files, operates copier and provides clerical support to a department.

Screens calls and receives visitors, taking pertinent information.

Takes, transcribes and distributes minutes of meetings.

Maintains control of files on matters in progress and follows up to ensure completion.

Researches, compiles, and proofs data including budgets, reports, and programs.

Prepares agendas.

Assists with projects and events.

Prepares and sends out mass mailings.

Prepares invoices according to established procedures.

Assists in arranging and setting up facilities for meetings.

Secures supplies, equipment, and other items.

Prepares, processes, and enters data onto computer.

Compiles and generates reports.

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

- Arrange meetings and travel.
- Schedule and coordinate meetings.
- Prepare and maintain records and files.
- Perform clerical work.
- Keyboard at 50 WPM from clear copy.
- Take and transcribe accurate minutes and notes.
- Establish, maintain effective relationships.
- Operate modern office equipment.
- Meet schedules and time lines.
- Plan and organize work.
- Maintain records and prepare reports.
- Communicate effectively orally and in writing.
- Understand, follow oral and written directions.

KNOWLEDGE OF

- Secretarial administrative methods.
- Modern office practice and procedures.
- Department operations and policies.
- Interpersonal skills.
- English usage, spelling, grammar, and punctuation.
- Modern office procedures and equipment including computers.
- Word processing and other related software applications.
- Telephone etiquette.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); three years related experience and/or training; or equivalent combination of education and experience. Shorthand preferred but not required.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide using whole numbers.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few 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; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 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