

SECRETARY III**DEFINITION**

Under the direction of a senior Director, to perform a variety of highly complex and responsible secretarial, office management, and clerical duties to relieve the supervisor of administrative detail in a department of major scope and District-wide impact; to assist in program and personnel management and effective organizational communications; to perform related duties as assigned.

TYPICAL DUTIES

Assists a senior administrator by performing a wide variety of highly complex and responsible secretarial and office management duties; relieves supervisor of administrative detail by making appointments, maintaining the administrator's calendar, making arrangements for meetings, conferences, and events, taking and transcribing minutes at meetings, and composing a variety of correspondence with no or minimal direction; screens calls for supervisor, handling those not requiring his/her immediate attention; answers a wide variety of telephone and personal inquiries requiring substantive program knowledge, such as those concerning allowable program expenditures, budgetary procedures, program guidelines, and extended year placements and procedures; handles calls referred by subordinates due to complexity or sensitivity; explains supervisor's policies and practices, speaking for him/her where appropriate; may coordinate work assignments of professional staff for supervisor's projects.

Manages office by training, assigning work to, supervising, assessing, and assisting in selection and correction of a group of clerical employees; establishes office procedures, monitors work flow, and may make changes in assignments or procedures for greater productivity or effectiveness; purchases supplies, determines need for and obtains substitutes, organizes and maintains office records, files, and data bases; compile and completes a wide variety of reports and other materials, utilizing word processing, data base, spreadsheet, and other specialized applications.

Performs complex technical and clerical work in support of departmental functions including assisting supervisor in maintaining records for and managing a major district-wide budget; advises site personnel on budgetary accounts, procedures, and authorizes or advises staff on certain expenditures; reviews and monitors a large volume of monthly timesheets for program; maintains centralized personnel records including personnel action requests, at-will contracts, position lists, and other records for large program staff at all sites; works with personnel offices to coordinate and prepare such personnel items for postings, applications, notification letters and other items for such programs as extended year; maintains student data base, sends mailing to parents, and independently prepares attendance reports for same to State; performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Secretary III** is the advanced-level secretarial positions reporting to a senior-level director in a department of major size, scope, and District-wide impact; duties are characterized by a high degree of delegated responsibility for administrative detail, personnel and budgetary tracking for a large staff, and supervision over a larger group of employees (usually 4 or more) than most lower-level secretarial positions. A **Secretary II** assists a department manager in those larger departments where duties are more complex or responsible than Secretary I level positions because of departmental size/number of subordinates supervised (typically three or more), and/or a combination of similar indicators such as size of budget maintained by secretary, physical isolation of office, and/or delegated responsibility for technical program work or decisions. A **Secretary I** is the journey level classification, with incumbents performing responsible secretarial duties to assist a departmental manager by relieving him/her of routine administrative detail such as office management, scheduling/coordinating activities, preparing routine correspondence, and maintaining departmental records; some supervision may be exercised over temporary helpers and one or more regular employees.

EMPLOYMENT STANDARDS

Knowledge of: Modern office practices, procedures, and equipment; computer operation and common office software applications; knowledge of correct English grammar, vocabulary, and basic composition; bookkeeping procedures for departmental budget applications, supervisory principles, basic personnel recordkeeping and contractual provisions, departmental program regulations and procedures.

Ability to: Establish and maintain effective working relationships with administrators and employees, parents, the general public, vendors and consultants, and subordinates; gain cooperation of others in sensitive contacts; utilize correct and effective English language skills in oral and written communications; explain departmental programs, policies, and procedures; compose a wide variety of business correspondence; learn and utilize new software applications for departmental and secretarial functions; work very independently within general guidelines in order to organize and establish appropriate priorities for own work and that of subordinates; use good judgment in making decisions, applying policies, and keeping supervisor informed; maintain confidentiality of information; maintain departmental personnel and budgetary records; train, supervise, and assist in evaluating a group of subordinate clerical workers; type at a speed of 45 net words per minute.

Essential Physical and Mental Activities and Work Environment: Work is performed in typical office environment. With or without reasonable accommodation, incumbents must have sufficient visual acuity to read computer screens, regulations, reports, and other data all day; sufficient hearing to comprehend ordinary phone and personal conversation; sufficient clarity of speech to explain regulations and procedures by telephone and in person; sufficient mental ability to understand and apply regulations and procedures, analyze and organize data, and learn software applications; physical ability to operate a computer and other common office equipment.

Typical Background: High school graduation or the equivalent, supplemented by courses in supervision, personnel administration, office practices, bookkeeping, and/or computer applications. Four years of highly responsible clerical experience, including at least two years at the Secretary or Clerk Typist III-level in a school district working with special education, personnel, or other complex program regulations and data bases.

Qualifications: In order to be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination process.