

LA HABRA CITY SCHOOL DISTRICT  
JOB DESCRIPTION

**ADMINISTRATIVE SECRETARY-SPECIAL SERVICES (ATTENDANCE)\***

**Definition**

Under the general supervision of a District Administrator, or designee, perform responsible and complex secretarial functions including planning, organizing, and coordinating the activities of the administrator's responsibilities; and perform a variety of other routine related clerical work as required.

**Typical Tasks**

- Perform highly technical accounting functions related to attendance recordkeeping procedures and policies. Serve as the District resource for all questions related to school boundaries and attendance areas for staff, parents, and outside agencies, etc.
- Maintain student records pertaining to attendance, enrollment, transcripts, cumulative file, medical, language and discipline and work permit information for current and historical purposes.
- Gather, assemble, review, and track statistical data in order to compile highly complex, technical reports and surveys for Board of Education, District Administration, State and Federal agencies.
- Attend various meetings; take and prepare minutes; and prepare agendas and materials in accordance with established procedures.
- Maintain computer records for all student tracking and various report information for County and State Departments of Education.
- Answer phones, receive visitors, make appointments, and maintain information for master calendar of scheduled events and meetings.
- Maintain complex and confidential records, contracts, and files. Coordinate and revise manuals and/or handbooks.
- Independently prepare and respond to routine correspondence; prepare memos, reports, masters for printing and a variety of other privileged and highly sensitive materials as requested.
- Perform a variety of clerical tasks including typing, proofreading, filing, editing, office machine operation, including word processing or operation of other automated systems.
- Process various documents and records, including time sheets and time cards, personnel forms and claim vouchers according to established procedures.
- Prepare purchase order requisitions and maintain records of items ordered; verify orders when received.
- Utilize a variety of computer software to perform critical functions such as word processing, statistical spreadsheets and database management.
- Serve as a resource for School Office Managers with various questions and reports related to student records and programs.
- May assist in leading/training other staff as needed.
- Serve as back-up to the District receptionist.
- Sort and route mail.
- Perform other related duties as required.

**Minimum Qualifications**

Education: Completion of high school or a General Education Diploma (GED); college level coursework in business, secretarial science, communications or a related field is desired.

Experience:

- Three years of recent increasingly responsible administrative secretarial assignments, some of which should have involved secretarial duties for a District administrative official or a high level administrator.
- Prior responsibility for maintaining and processing confidential information.
- Experience in the field of education is highly desirable.
- Computer experience including use of word processors, spreadsheets, presentation software and database management programs.

Knowledge of:

- Accounting policies, practices and procedures as related to student attendance.
- Student Information Systems.
- Office procedures and practices, including filing systems, telephone techniques and etiquette; record keeping and methods of collecting and organizing data and information.

Knowledge of: (continued)

- Operation of basic office machines and various computer applications.
- District policies and procedures; legal mandates, policies and regulations.
- Correct English usage, grammar, spelling, punctuation, vocabulary and proofreading skills for composing business letters and reports.

Ability to:

- Comprehend technical accounting procedures in the California Schools Accounting Manual as related to attendance accounting.
- Perform highly responsible and confidential secretarial and administrative assistant duties.
- Work independently on complex technical and secretarial work with minimal supervision; plan, prioritize and organize work under pressure and maintain a business-like manner; use discretion and maintain confidentiality.
- Train others on special projects and provide leadership to assigned personnel.
- Communicate clearly and concisely, both orally and in writing.
- Answer telephones, greet the public and represent the District in a calm and professional manner.
- Read, interpret, and apply District policies, practices and regulations.
- Complete work with many interruptions; keep accurate records.
- Take minutes of meetings and maintain District records of all meetings.
- Type a minimum of 50 words per minute.
- Establish and maintain cooperative and effective working relationships with District personnel and others; provide a pleasant welcome to both employees and members of the public.
- Operate a variety of office equipment and computer utilizing various software packages for database management and preparation of correspondence and reports.

Language: Ability to communicate (both in writing and speaking) in a language other than English may be required in some assignments, with preference in Spanish to English and English to Spanish.

**PHYSICAL REQUIREMENTS:**

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. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.

**Work Environment:**

This position may involve the following: constant interruption and direct contact with the public and employees; a high volume of responsibilities that may require working without direct and/or constant supervision. Working in an office environment where the noise level is usually quiet.

**Physical Demands:**

The physical demands of this position include: ability to sit for extended periods of time; some walking and standing; bending and stooping, reaching at, below and above shoulder level; grasping, lifting and moving files and documents typically weighing less than 20 pounds. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary; hearing and speaking ability sufficient to provide information via phone, intercom and personal contact is also needed. Specific vision abilities including close vision, depth perception and the ability to focus are required.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Work Schedule 1 (12 month) Range 34 (Confidential Salary Schedule)\*

PRESENTED TO THE PERSONNEL COMMISSION: 1<sup>st</sup> Reading 8-7-2012; 2<sup>nd</sup> Reading 9-11-2012

\* This position shall be placed in the bargaining unit, as it becomes vacant per CSEA CBA.