

Bakersfield City School District
Education Center - 1300 Baker Street
Bakersfield, California 93305
Human Resources

TITLE: ADMINISTRATIVE SECRETARY III - CONFIDENTIAL

QUALIFICATIONS:

1. Knowledge of office practices and procedures, preferably specific knowledge of district policies, procedures and operations
2. Experience in stenographic and clerical work of responsible nature
3. Ability to proficiently take and transcribe dictation
4. Knowledge, training and ability to effectively utilize computer equipment and software to produce variety of documents, including but not limited to reports, letters, records and presentation materials
5. Ability to make accurate computations and prepare statistical documentation; ability to operate office machines
6. Ability to organize, write and prepare reports, letters, surveys and legal documents of professional quality
7. Ability to use independent judgment and maintain quality control of department output
8. Ability to work harmoniously with others; ability to supervise and evaluate work of others
9. Valid driver's license and personal car for use on district business
10. Must pass required tests

REPORTS TO: Administrator as assigned

JOB GOAL: To provide professional services which will contribute to effectiveness of educational administration

PERFORMANCE RESPONSIBILITIES:

1. Performs secretarial duties of responsible nature; takes and transcribes dictation of various types; composes correspondence from brief notes and oral instructions; operates office machines, computer terminal and word processing equipment; types letters, requisitions, surveys, resolutions, board materials and various legal documents
2. Answers inquiries involving use of initiative and independent judgment within limits of established policies and procedures
3. Answers telephone; arranges appointments; sets up and maintains files; supervises, checks and prepares special and periodic reports involving compilation of materials and data
4. Compiles and prepares materials as assigned
5. Assists in developing and maintaining budget and other accounting procedures of the office; performs bookkeeping tasks associated with position
6. Answers correspondence independently; reviews and checks documents and records for accuracy, completeness and conformance to legal policies and established procedures
7. Collects, selects, and compiles data; prepares office budget, interviews staff and public; answers telephone and counter inquiries involving initiative and independent judgment
8. Prepares and assembles data for Board of Education meetings; may attend Board of Education meetings; records official actions and prepares minutes as required

9. May be required to take and transcribe minutes at various committee meetings requiring participation of superintendent or assistant superintendent
10. Works closely with Board of Education members to schedule district meetings and activities; screens and routes phone calls and inquiries to Board members; distributes informational items to Board members
11. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; confidential salary schedule, class 19

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable

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