

**TITLE: ASSISTANT SUPERINTENDENT'S SECRETARY**

**QUALIFICATIONS**

Knowledge of

1. Correct English usage, spelling, grammar, punctuation, and math.
2. Current office functions and types of clerical operations performed in public schools.
3. District policies, rules, and regulations.
4. Financial record keeping methods and practices.
5. Numerical, alphabetical, and subject matter filing systems.
6. Organization and operation of a public school district, administrative offices, and public and staff relations.
7. Principles of proper letter composition, correspondence, and report writing.
8. Principles of supervision and training of personnel.
9. Safety rules and regulations for this position.

Ability to

1. Acquire technical and procedural information and terminology quickly.
2. Analyze situations and take appropriate action in a variety of procedural matters.
3. Answer telephone, take messages, and/or provide information in a courteous manner.
4. Be a productive and active team member.
5. Be familiar with established goals and objectives of the department and work to ensure their fulfillment.
6. Communicate effectively and tactfully in both oral and written form.
7. Establish and maintain a variety of record keeping, reference, and data collection systems.
8. Establish and maintain effective work relationships with those contacted in the performance of required duties.
9. Follow designated safety regulations associated with this position.
10. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
11. Interpret and apply district and departmental policies, rules, and regulations.
12. Maintain the security and confidentiality of specified records and information.
13. Perform a variety of administrative and secretarial work at the Senior Cabinet level involving use of independent judgment, initiative, and requiring accuracy and speed.
14. Present and maintain a pleasant appearance and demeanor.
15. Prioritize and coordinate workflow and timeliness for self and others.
16. Provide leadership and direction to other secretaries and/or clerks.
17. Type/keyboard accurately at a rate of 60 words per minute.
18. Work successfully with diverse groups of people.

Training and Experience

1. Equivalent to the completion of the twelfth (12th) grade, supplemented by courses in office practices, computer programs, labor relations, and/or employee supervision.
2. Three (3) years of executive-level office experience, preferably including experience in a school district or any combination of training and experience that could likely provide the desired knowledge and abilities.
3. A good work history demonstrating dependability and reliability.

**REPORTS TO:** Assigned Assistant Superintendent

**JOB GOAL:** To assist the assigned Assistant Superintendent and management designees through planning, coordination, and participation in support activities related to the assigned responsibilities of District administration. To complete the detail and written work and to coordinate other matters essential to the efficiency and effectiveness of the assigned Assistant Superintendent's office.

**ESSENTIAL FUNCTIONS**

1. Administers and supervises all incoming communications, inquiries, and questionnaires and ascertains appropriate action and response.
2. Administers district-wide high priority projects requiring a broad range of coordination skills and techniques.
3. Assists in the coordination and control of a myriad of operational and administrative activities generated from multiple sections, departments, and sites.
4. Assists the assigned administrator and department supervisors by coordinating activities for a variety of committees and seminars. Gathers and produces material and information for a variety of meetings, conferences, and seminars.
5. Compiles and types into appropriate format Board of Education agenda items and documents. Administers the scheduling, preparation, assembling, and accuracy of information required for Board Agendas.
6. Compiles reports, handbooks, and special projects from a variety of sources.
7. Coordinates internal office operations and administrative support functions.
8. Establishes, monitors, administers, analyzes, and evaluates internal and external communications. Independently composes correspondence on a wide range of subjects.
9. Evaluates communication priorities and sensitive issues, relays input to the assigned Assistant Superintendent and responds to customers in an expeditious and responsible manner while ensuring the assigned administrator is kept informed. Communicates advice and instructions as an agent of the administrator.
10. Follows district policies and procedures.
11. Assists with the formulation of departmental budgets and procedures for programs and projects requiring initiative and accuracy. Analyzes, projects, and makes recommendations for the development of the assigned departmental budget.
12. Knows and understands the Mission and Core Values of the district.
13. Presents and maintains a pleasant appearance and demeanor.
14. Maintains special confidential files; assists as directed in employee negotiations and research projects, and the preparation of special reports; organize filing system; trains and supervises clerical staff in the Assistant Superintendent's office and coordinates operations; maintains meeting schedule and calendar of appointments for the Assistant Superintendent. Formulates, administers, and maintains security and confidentiality of records, reports, and information.
15. Makes travel and conference arrangements as assigned.
16. Participates in district in-service training as required.

**ESSENTIAL FUNCTIONS** (continued)

17. Participates in forums to make recommendations for staffing needs throughout the assigned department.
18. Receives and transcribes confidential communications, composes correspondence for the administrator; evaluates communication priorities and keeps the administrator informed; distributes mail, screens and identifies and refers matters to the administrator in order of pre-determined priorities. Assists in maintaining communications and rapport among the administrator's office, district staff, and the public.
19. Relieves the administrator of technical and clerical administrative details; liaison between the County Office of Education, other district offices, staff and administrators; receives and handles telephone calls from schools, staff, parents, and other agencies and the general public where judgment and knowledge and interpretation of policies and regulations are necessary.
20. Performs other related duties as assigned.

**OTHER FUNCTIONS**

1. Oversees the order of materials, supplies and equipment; maintenance of records of purchase orders, invoices, and expenses to date; and inventories and logs it upon arrival. Maintains, monitors, and records expenditures.
2. Takes and transcribes dictation or uses dictation equipment for a wide variety of subjects, including information of a confidential and sensitive nature.

**PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
8. Able to carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
9. Able to push and pull objects weighing up to thirty (30) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.

**PHYSICAL ABILITIES** (continued)

17. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
18. Able to operate a motor vehicle in a safe and effective manner.

**SPECIAL REQUIREMENTS**

1. Some positions in this class may require individuals who can read, write, and/or speak a secondary language.
2. Possession and maintenance of a valid and appropriate California Driver's License during the course of employment; have an acceptable driving record; and must be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment.

**TERMS OF EMPLOYMENT:** Twelve-month work year  
Confidential Status

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy on the Evaluation of Professional Personnel. The evaluation will be completed by the assigned Assistant Superintendent.

Approved by:	Board of Education	Date:	September 26, 1990
Amended by:	Board of Education	Date:	June 4, 1998
Amended by:	Board of Education	Date:	November 14, 2002

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A  
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN  
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**