Administrative Secretary - Confidential

Purpose Statement
The job of Administrative Secretary - Confidential is done for the purpose/s of providing administrative and secretarial support to assigned administrative personnel; coordinating activities of assigned administrative personnel; monitoring assigned activities; assisting with administrative matters requiring knowledge of department policies and procedures and related County Office rules and regulations; planning, organizing, coordinating office activities and communications for assigned site or department; training and providing work direction to staff; and providing information, recommendations and/or direction as requested by assigned administrator.

This job reports to Assigned Administrator

Essential Functions
Assures timely communications between department, County Office employees, outside agencies, Board of Education and others as necessary for the purpose of providing timely and necessary communication.

Attends a variety of meetings as required (e.g. preparing agendas, minutes and packets, etc.) for the purpose of ensuring organization and sharing of information.

Compiles reports (e.g. special projects; statistical information, etc.) for the purpose of ensuring timely completion of necessary reports, following county, state, federal regulations.

Greets visitors, staff, administration (e.g. greeting visitors and answering telephone, providing information and/or redirecting visitors and callers, providing detailed information regarding County Office and department programs, etc.) for the purpose of ensuring accurate communication.

Maintains a variety of confidential and non-confidential manual and electronic lists and records (e.g. purchase orders, time sheets, expense reimbursements, etc.) for the purpose of providing up-to-date information and/or documentation in accordance with established administrative guidelines and legal requirements.

Maintains confidentiality of sensitive information (e.g. collective bargaining agreements, union negotiations, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.

Monitors a variety of activities on behalf of assigned administrator (e.g. professional growth, termination/separation of employees, seniority lists, medical leaves, staff evaluations, employee attendance, etc.) for the purpose of ensuring processes are implemented and completed in compliance with established policies and guidelines.

Oversees website and social media accounts (e.g. format, content, maintenance, etc.) for the purpose of maintaining current and accurate information.

Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.

Prepares a variety of documents (e.g. correspondence, agendas, minutes, event programs, brochures, reports, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.

Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
Responsibility
Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing: 

Certificates and Licenses
Valid Driver’s License & Evidence of Insurability
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<th><strong>Continuing Educ. / Training:</strong></th>
<th><strong>Clearances</strong></th>
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<tr>
<td>Maintains Certificates and/or Licenses</td>
<td>Criminal Justice Fingerprint/Background Clearance</td>
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<td>Tuberculosis Clearance</td>
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<th><strong>FLSA Status</strong></th>
<th><strong>Approval Date</strong></th>
<th><strong>Salary Grade</strong></th>
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<td>6/21/2017</td>
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