



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN
PERSONNEL & TALENT DEVELOPMENT

Administrative Secretary II

POSITION SPECIFICATIONS

REPORTS TO

Building principal or administrator.

PRIMARY FUNCTION

Performs administrative and secretarial assistance of a confidential, complex, and responsible nature for a school system program administrator requiring a high level of independence and judgment.

QUALIFICATION PROFILE

CERTIFICATION / LICENSE

N/A.

EDUCATION

High School diploma or equivalency.

EXPERIENCE

Three years of increasingly responsible secretarial, stenographic or clerical administrative experience.

SKILLS, KNOWLEDGE & ABILITIES

- Ability to independently carry out special projects and programs and to make judgment calls within assigned area of responsibility.
- Ability to type with speed and accuracy.
- Ability to take and transcribe minutes of meetings and correspondence, reports, etc. in shorthand, speed writing, rough notes, or from transcription equipment.
- Ability to establish and maintains complex files and record systems.
- Ability to compose clear and correct letters and reports.
- Ability to acquire a working knowledge of unit responsibilities.
- Ability to efficiently schedule and coordinate meetings and events.
- Ability to process paperwork accurately and efficiently.
- Ability to relate positively to staff members, students, parents and the general public.
- Ability to acquire skill to perform data and word processing functions.
- Ability to perform basic bookkeeping duties.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Receives oral or written directions from supervisor.
- Plans and organizes work assignment.
- Transcribes and types confidential letters, reports, and records from hand-written notes, dictation notes, or transcription equipment.
- Independently composes letters and reports.
- Prepares agendas, notices, and meeting or conference materials.
- Records proceedings at meetings or conferences as directed.
- Prepares minutes of meetings and distributes to participants.

- Maintains strict confidentiality of information as needed.
- Independently performs special projects such as preparing and producing handbooks, setting up computer databases, or overseeing routine administrative programs.
- Transmits and explains supervisor's directives to designated persons, and follows up for compliance, completeness, and conformance to deadlines.
- Maintains time records of unit employees and transmits to payroll office.
- Maintains running account of unit expenditures by line-item accounts.
- Maintains inventory of unit equipment, materials, and supplies.
- Screens incoming correspondence or call, provides information and assistance or refers to appropriate staff members, and follows up to ensure timely response.
- Schedules appointments for supervisor.
- Compiles and coordinates data for action by supervisor.
- Make decisions in the absence of supervisor regarding routine matters.
- Performs special assignments, studies, and routine administrative functions as directed.
- Relieves supervisor of office detail work.
- Reports work accomplished to supervisor.

ADDITIONAL DUTIES

- Prepares information and system-wide reports using word processing equipment.
- Develops and maintains office files.

EQUIPMENT

Must be able to use appropriate office and/or job-related equipment.

TRAVEL REQUIREMENTS

Infrequent travel to schools.

TERMS OF EMPLOYMENT

SALARY & BENEFITS

Salary and benefits as set forth in the Local 1186 collective bargaining agreement.

WORK SCHEDULE

Work standard schedule in accordance with the Local 1186 contract.

UNION AFFILIATION

Local 1186, American Federation of State, County and Municipal Employees.

FUNDING SOURCE

Determined by position.

Job description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

CREATED:
REVISED:
BOARD APPROVED: