Martinez Unified School District  
Classified Job Description  

**Administrative Secretary**

**Definition**
Under general supervision, to perform specialized and responsible clerical and secretarial work; to relieve supervisor of clerical detail and to perform minor routine administrative functions; and to do other related work as required.

**Example of Duties**

- Serves as a confidential secretary; screens incoming correspondence routed to supervisor;
- Refers specific correspondence to appropriate staff member for reply;
- Plans follow-up to ensure that deadlines are met;
- Arranges correspondence for supervisor's personal reply in order of priority with appropriate background material attached for reference;
- Independently or in accordance with general instructions, composes correspondence on a wide range of subjects requiring a thorough knowledge of the procedures and policies of the District; reviews outgoing correspondence for consistency with operational procedures as well as for format, grammatical construction and punctuation;
- Gathers and summarizes data;
- Takes and transcribes dictation of a wide variety of subjects, including materials of a confidential and sensitive nature;
- Receives and screens a variety of visitors and telephone calls;
- Refers to other staff members or provides information regarding established District policies, rules and regulations, and procedures;
- Arranges meetings, prepares agenda, and makes adjustments as necessary in scheduled meeting times;
- Establishes and maintains confidential and various administrative files; and
- May supervise the work of clerical assistants.

**Desirable Qualifications**

*Knowledge of:*
- Organization of a clerical operation;
- Modern office methods and equipment, including filing systems, receptionist and telephone technique, letter and report writing and office equipment operation; and
- English usage, grammar, spelling, vocabulary and punctuation.

*Ability to:*
- Learn, interpret and apply District policies, rules and regulations, and procedures;
- Take responsibility and use good judgment in recognizing scope of authority;
- Compose correspondence independently;
- Plan and organize the work of others;
- Maintain complete and accurate records and prepare concise reports;
- Function in situations requiring tact, diplomacy and discretion;
- Understand and follow complex instructions, both oral and written;
- Type at a net corrected speed of 45 words per minute; and
- Take dictation at a speed of 80 net words per minute.

**Experience**
Two years of responsible and varied secretarial and clerical experience.

**Education**
Equivalent to the completion of the twelfth grade, including or supplemented by courses in shorthand and typing.

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Personnel: WP:JOBDESC\class.jl\admsecry    Board approved 11-6-86