Martinez Unified School District  
Classified Job Description

Administrative Secretary - Student Services  
12 Months/Year

**Definition**
Under general supervision:
- To perform specialized and responsible clerical and secretarial work for Special Education, categorical programs, school attendance and review, and pupil personnel;
- To relieve supervisor of clerical detail and to perform minor routine administrative functions;
- To do other related work as required; and
- This position also serves as the Special Education preschool program secretary.

**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; maintains calendars of all staff and Individualized Education Plan (IEP) meetings;
- Transcribes reports and correspondence, prepares monthly and period attendance accounting Average Daily Attendance (ADA) reports for Special Education;
- Maintains Special Education records; distributes and collects Special Education student information forms;
- Confers with parents on a variety of subjects;
- Operates modern office equipment with specific knowledge of Management Information System (MIS) Special Education system, wide area network and pupil attendance software; 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 agendas, 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 techniques, 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;
- Word process at a net corrected speed of 45 words per minute;
- Meet the public tactfully and courteously and answer questions in person and over the telephone;
- Take responsibility for the compilation and organization of reports and memoranda; and
- Prepare and maintain accurate and complete records and reports, some of which may be confidential in nature.

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

**Education**
Equivalent to the completion of the twelfth grade, supplemented by courses in office procedures and use of technology.