

ADMINISTRATIVE SECRETARY-BILINGUAL (SPANISH)

OVERALL JOB PURPOSE STATEMENT

The job of Administrative Secretary-Bilingual (Spanish) is done for the purpose/s of supporting the administrator in carrying out the functional responsibilities of the office; maintaining efficiency of office operations and productivity of personnel; documenting and communicating activities and actions; providing interoperations, comparisons and/or recommendations; providing confidentiality and a system of access to information; coordinating and directing inquiries to appropriate parties; maintaining operating expenses within budget and processing of payments; speaking, reading, and writing a language (Spanish) in addition to English.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: Positions in the secretarial/clerical series provide clerical and progressively more responsible secretarial and administrative support to a supervisor, school or district administrator, in the collection, compiling, processing, and reporting of program data and in the day-to-day organization and implementation of program functions and activities. The Administrative Secretary-Bilingual (Spanish) is a single-position class responsible to perform a variety of clerical and secretarial duties to coordinate office and other activities in relieving the assigned program director of a variety of administrative duties and is required to speak, read, and write a language (Spanish) in addition to English.

ESSENTIAL JOB FUNCTIONS

- Assists assigned administrator for the purpose of supporting the administrator in carrying out his/her functional responsibilities and in relieving her/him of routine administrative detail.
- Attends meetings as required for the purpose of taking minutes and/or dictation, and receiving and/or conveying information.
- Compiles/analyzes employee records, school policies, codes, standards and similar data for the purpose of providing interpretations, comparisons and/or recommendations.
- Coordinates/oversees office functions and activities (*e.g.* meetings, schedules, appointments, calendars, office equipment repair, etc.) for the purpose of maintaining efficiency of office operations and productivity of personnel.
- Designs produces a variety of materials (*e.g.* brochures, flyers, forms, booklets, etc.), in both English and Spanish, for the purpose of communicating information.
- Guides/trains other office personnel for the purpose of assisting them in performing their assigned functions.

CLASSIFIED

- Maintains a variety of files and/or records (*e.g.*, annual, monthly, quarterly reports) for the purpose of maintaining an up-to-date trail for reference and ensuring compliance with established regulations.
- Monitors/reconciles/documents budget expenditures for the purpose of maintaining operating expenses within budget and processing payment.
- Organizes records and files for the purpose of providing confidentiality and a system of access to information.
- Oversees work-related activities (*e.g.*, purchasing requisitions, payroll time sheets, etc.) for the purpose of ensuring timely and accurate submission to and coordination with appropriate departments.
- Prepares/composes/disseminates a variety of documents (*e.g.* correspondence, agendas, minutes of meetings, lists, reports, memoranda, mail, calendars, newsletters, daily bulletins, schedules, forms, flyers, charts, etc.) for the purpose of documenting and communicating activities and actions.
- Receives/screens/processes visitors, telephone calls, and mail for the purpose of coordinating and directing inquiries to appropriate parties. Uses English or Spanish as appropriate to the situation.

OTHER FUNCTIONS

- Assists other office personnel for the purpose of supporting them in the completion of their work assignments.
- Performs other related duties as assigned for the purposes of accomplishing work unit tasks, projects, priorities.

JOB REQUIREMENTS - MINIMUM QUALIFICATIONS

SKILLS, KNOWLEDGE, AND ABILITIES

SKILLS are required to perform multiple non-technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications (word processing, spread sheets, databases, email, scheduler); performing standard bookkeeping; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math including calculation of fractions, percents and/or ratios; read a variety of manuals, write documents following prescribed formats and or present information before groups; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation, both for English and Spanish; accounting/bookkeeping principles

ABILITY is required to schedule a number of activities; routinely gather, collate, and/or classify data; and use basic job-related equipment (*e.g.*, computer workstation, copiers, calculator). Flexibility is required to work with others under a wide variety of circumstances; analyze data using various processes, some

of which may be undefined; and operate equipment using standard methods of operations. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is moderate to significant; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality and working with discretion; setting priorities; working as part of a team; working with constant interruptions; working with detailed information/data; and meeting deadlines and scheduled.

RESPONSIBILITY

Responsibilities include: working under standardized instructions and/or routines focusing primarily on results; leading, guiding and/or coordinating other persons; and operating within a defined budget and/or financial guidelines. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

EXPERIENCE

Job-related experience with increasing levels of responsibility is desired, typically demonstrated with three years increasingly responsible clerical and secretarial experience involving frequent contact with the public.

EDUCATION

Targeted job-related education necessary to perform the essential job functions, typically consistent with graduation from high school supplemented by college course work in secretarial sciences or related field.