

## **Petaluma School District Job Description**

**Job Title:** Secretary, Administrative  
**Department:** Educational Services  
**Reports To:** Assistant Superintendent, Educational Services  
**Prepared Date:** January 2024  
**Approved Date:** November 2024

### **SUMMARY**

Under general direction, serves as secretary to an Assistant Superintendent or Director of Special Services, relieving him/her of administrative and clerical detail; performing highly complex and responsible clerical work, and completing job-related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other job-related duties may be assigned.

Processes correspondence, screens calls and visitors for Assistant Superintendent or Director of Special Services; screens incoming and outgoing mail; maintains supervisor's calendar, schedules appointments and meetings; composes correspondence independently on a variety of matters; compiles and types various reports and statistical data; prepares department agenda and packet for bi-weekly Board of Education meetings; maintains important department records and correspondence; prepares and monitors department budget including preparation of purchase orders and orders department supplies; may coordinate and assign clerical duties to support staff within department; updates and types policies according to changing laws; coordinates special projects in accordance to state mandated compliances; at the request of the supervisor, may prepare requests for reclassification of department classified and certificated staff; may be asked to substitute for Superintendent's Secretary at Board of Education meetings.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Ability to learn, interpret, and apply school district policies, laws, rules, and regulations. Knowledge of modern office practices and procedures, including the preparation of business correspondence, filing, and modern office equipment, including knowledge of a variety of software programs and applications; correct business English including spelling, grammar, and punctuation. Ability to use modern office equipment to take minutes at meetings. Type at a speed of 40 words per minute from clear copy; ability to deal effectively with a wide variety of personalities and situations requiring tact, good judgment, and poise; take responsibility and use good judgment in recognizing the scope of authority; understand and carry out complex oral and written directions.

**EDUCATION and/or EXPERIENCE**

Three years of broad and increasingly responsible clerical and/or secretarial experience, one year of secretarial experience in a school district preferred.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, listen, and use hands for general office work. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.