Salary Grade 30

Summary Information:

Classification Title: Executive Secretary I Date Prepared: 04/2003

FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name			
021	Word Processing/Typing	Type forms, reports, memos, minutes, correspondence, newsletters, flyers and/or handbooks. Includes word processing and formatting forms.	
029	Correspondence	Prepare correspondence. Check for grammar and punctuation. May include translations.	
023	Department Records	Maintain and control records. Includes logs, cost records, personnel records, rosters, and general records.	
022	Filing	Set up and organize files and manuals; count and alphabetize Reception records; keep files up-to-date; distribute as needed.	
024	Mail	Receive, stamp in, and/or distribute incoming correspondence and deliveries, handle outgoing mail, distribute in-house memos and supplies. Maintain mail boxes.	
044	Substitute Scheduling	Arranges for the services of a substitute teacher in the absence of a teacher.	
330 A	Payroll Reports	Complete payroll reports for salaried staff, temporary and hourly workers, and teachers. Remit to Payroll Department for processing.	
322 A	Budget Monitoring – Department/School	Monitor expenditures and adjust school/department budgets, as needed.	
503	Office Support Services	Develop and administer comprehensive office support systems customized to school/department needs.	
608	Leave Records	Maintain leave records. Monitor and record leave accrual for employees. Prepare required reports.	
316	Public Relations	Address questions, concerns and requests from members of the public.	
028	Scheduling/Appointments	Schedule appointments and meetings for students and staff. Initiate school/calendar dates.	

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Activity Name Cont.)			
031	Liaison	Liaison between staff, parents, students and principal.	
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.	
478	Requisitions	Prepare requisitions and submit to purchasing for processing.	
716	Student Records	Compile, maintain and interpret records of individual students. Monitor access to and provide security for confidential records.	
131	Attendance/Enrollment Accounting	Accumulate and maintain records of enrollment, family characteristics, home locations, and other census data.	
109	Registration	Coordinate and conduct student registration and pre registration. Process corresponding registration materials. Includes preparation for registration process.	
140	Withdrawals, Reporting and Monitoring	Compile appropriate records on school withdrawals. Monitoring and maintaining records of school withdrawals.	
046	Document Review	Review and/or revise reports and documents for accuracy and completeness. This does <u>not</u> include the review of reports and documents covered under subsequent activities.	
032	Time Records	Maintain time records.	
019	Clerical Scheduling	Coordinate schedules and coverage of clerical staff (e.g., vacation, Christmas/spring break schedules).	
002	Indirect Supervision	Plan and direct the work of people who do <u>not</u> report directly to you, but who provide support to the goals and objectives of the school district. (This includes staff and dotted-line functional responsibility outside your authority).	
999	Assigned Duties	Perform other duties as assigned.	

General Classification Specification Factors:

Education/Experience: A.A. Degree with three years related experience; or

Vocational/ training (720 hours) with four years related experience; or High School diploma or equivalent with five years related experience

Supervisory Responsibility: Yes

Type of Supervision: Supervision is typically part-time with respect to instructing, assigning, and

checking the work of others. Most time is typically spent performing the same work as members of the group. There is <u>little or no</u> responsibility for

controlling costs and enhancing methods for performing work activity.

Effective Date: 07/01/2003

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Skill Identification

1.10		Not
Managerial/Supervisory Skills	Important	Important
Developing Multi-year Strategic and/or Operational Plans		
Developing Annual Budgets		
Policy Development		
Controlling Expenses		
Coordinating Resources		
Decision making		
Delegation		
Individual/group leadership		
• Interpersonal (working with groups)		
Knowledge of Business/organizational systems		
Negotiating and/or persuading others to take action		
Promoting safety		
Supervising, coaching and developing employees		

Office Skills	Important	Not Important
Charling gramman/numation		
Checking grammar/punctuation Elling Titles Tit		
• Filing		
Perceiving detail in checking information/forms		
Reading comprehension (high school level)		
Operating word processing software		
Operating a computer terminal for data entry		
Operating automated spreadsheet software		
Scheduling appointments and/or travel		
Taking and distributing messages		
Taking dictation and meeting minutes		
General mathematical - adding, subtracting, multiplying, etc.		

		Not
Professional and Technical Skills	Important	Important
Accounting/finance		
Advanced math - algebra, statistics, geometry		
Architecture		
Bookkeeping		
Computer operations		
Computer programming		
Contract interpretation		
Craft skills (electrical, etc.)		
Drawing-figures/drafting		
Engineering		
Graphic arts		
Landscaping		
Good Judgment		

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Work standards
Integrity

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Skill Identification (cont.)

Communication Skills	Important	Not Important
 Oral communicationexchanging or expressing ideas by means of the spoken word Presentationstransmitting information in a formal setting Foreign communicationusing a language other than English to 		
 communicate in writing or orally Written communicationpreparation of manuscripts, speeches, detailed 		
 plans, letters, policies, etc. Editing written documents for content Reading comprehension - understanding technical or scientific blueprints 		
and chartsPublic speaking		

	Physical Demands	Important	Not Important
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•	Balancing - maintaining body equilibrium to prevent falling when		
	walking, standing, or crouching		
•	Carrying - transporting an object, usually holding it in the hands or arms or on the shoulder		
•	Climbing - ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms		
•	Color - Match or discriminate colors		
•	Fingering - picking, pinching, or other-wise working with the fingers primarily (rather than with the whole hand or arm as in handling)		
•	Feeling - perceiving such attributes of objects and materials as size,		
	shape, temperature, or texture, by means of receptors in the skin, particularly those of fingertips		
•	Handling - seizing, holding, grasping, turning, or otherwise working with the hand or hands (fingering not involved)		
•	Hearing - perceiving the nature of sounds by the ear or receiving detailed		
	information through oral communication, or making fine distinctions in sound		
•	Lifting - raising or lowering an object from one level to another (includes upward pulling)		
•	Pulling - exerting force upon an object so that the object moves toward		
	the force (includes jerking)		
•	Pushing - exerting force upon an object so that the object moves from the		
	force (including slapping, striking, kicking, and treadle actions)		
•	Reaching - extending the hands and arms in any direction		
•	Seeing - obtaining impressions through the eyes of shape, size, distance,		
	motion, color, or other characteristics of objects or people		
•	Sitting – placing your body in a chair, bending at the waist, with your knees bent and back straight		