

Compose, independently or from oral instructions, note or rough draft, a variety of materials including inter-office communications, applications, requisitions, forms, contracts, letters, memoranda, bulletins, flyers, brochures, agenda items and other materials; review and proofread a variety of documents.

Prepare and maintain a variety of data, records and reports related to office programs, financial activity, student information, personnel and assigned duties; ensure accuracy and completeness of data, records and reports; establish and maintain filing systems.

Coordinate, schedule and attend a variety of meetings; prepare and send out notices of meetings; maintain appointment and activity calendar; reserve facilities; collect and compile information for



programs and coordinate communications between administrators, personnel, parents, students, and the public.

Ensure smooth and efficient office operations.

Interpret, apply, and explain laws, codes, rules and regulations related to assigned activities.

Work independently with little direction.

Compose correspondence and written materials independently or from oral instructions.

Keyboard or input data at an acceptable rate of speed.

Understand and resolve issues, complaints, or problems.

Maintain confidentiality of sensitive and privileged information.

Determine appropriate action within clearly defined guidelines.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and files.

Compile and verify data and prepare reports.

Operate a variety of office equipment including a computer and assigned software.

Complete work with frequent interruptions.

Plan and organize work.

Meet schedules and timelines.

Any combination equivalent to: high school graduation or equivalent supplemented by secretarial training and three years increasingly responsible secretarial experience in a large organization involving frequent public contact, including experience translating materials and interpreting in English and designated second language.

None

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, knee