

## ADMINISTRATIVE SECRETARY TO THE GENERAL COUNSEL

### DEFINITION

Performs specialized secretarial and office management services for the General Counsel, provides administrative assistance, and exercises direct and/or functional supervision over clerical procedures and practices in the office.

### TYPICAL DUTIES

Exercises initiative and independent judgment in resolving problems and handling administrative details insofar as possible without referring them to the General Counsel.

Researches and summarizes data to provide administrators with necessary information for reports or meetings and furnishes summarized information to other District offices or committees.

Explains rules, procedures, policies, responsibilities, and other matters to high-level personnel of the District, representatives of other agencies and organizations, and the public.

Reviews and prepares a variety of reports, minutes, and correspondence; coordinates and obtains related information as necessary; and maintains control on routing, follow-up, and documentation in the department's database.

Composes, edits, and maintains control of agendas, bulletins, reports, correspondence, and compiles and maintains records of other materials such as senior management contracts.

Arranges meetings, notifies participants, supervises the preparation of reports, and compiles data.

Screens mail, telephone calls, and visitors for nature and urgency of business and exercises judgment in referring them to the General Counsel or to appropriate District personnel.

Maintains controls on expenditure accounts and recommends or initiates adjustments as necessary.

Maintains the General Counsel's calendar; arranges appointments and meetings.

Assists the staff of the General Counsel with work overflow in the absence of clerical staff or with confidential clerical matters.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Administrative Secretary to the General Counsel performs specialized secretarial and administrative assistance duties for the General Counsel.

An Executive Secretary performs a combination of secretarial and administrative duties with special emphasis on relieving an executive of administrative details and assisting in communications with District staff, other agencies and organizations, and the public.

An Administrative Secretary I performs a combination of secretarial and administrative duties for an individual who has jurisdiction over one or more major organizational segments of the District. In addition to being responsible for day-to-day operations of the office and coordination of all clerical procedures and practices that affect the work of that office and its subunits, an Administrative Secretary I is responsible for representing the unit and interpreting its policies to District personnel and the public.

## SUPERVISION

General supervision is received from the General Counsel. General supervision is exercised over clerical personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Legal terminology and procedures
- Organization and key personnel of the District
- Sources of data within the District and other agencies
- Legal services provided by public jurisdictions and private agencies
- Laws, rules, and regulations affecting the District's operation
- Current issues of educational policy and procedures
- General budget and personnel procedures
- Computer applications such as word processing, spreadsheet, database, and email computer software programs

### Ability to:

- Compose and edit correspondence, reports, bulletins, and memoranda
- Interpret and explain rules, regulations, and policies
- Communicate clearly and tactfully in writing and orally
- Exercise initiative and good judgment
- Make sound decisions and work under pressure in meeting deadlines
- Utilize various computer applications such as word processing, spreadsheet, database, and email computer software programs

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency.

### Experience:

Five years of office experience, including three years in secretarial work. Supervisory experience is preferable. An Associate of Arts degree in Secretarial Science or designation as a Certified Administrative Professional (CAP) may be substituted for two years of the required experience.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised  
10-17-2019  
JPK