



Admin Sec 6 / Compliance

Purpose Statement

The job of Admin Sec 6 / Compliance is done for the purpose/s of providing secretarial support; establishing and maintaining district compliance records; coordinating assigned projects; and compiling and distributing a wide variety of material and reports.

This job reports to Director Special Programs

Essential Functions

- Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.
- Compiles data for the purpose of preparing reports or processing requests.
- Maintains a variety of manual and electronic documents files and records for the purpose of providing up-to-date information, support services, and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Performs routine secretarial tasks (e.g. types letters, memos, agendas, reports, distributes mail, maintains files, answers telephone, takes messages, performs various computer functions, etc.) for the purpose of ensuring compliance with district, state, and federal guidelines and mandates.
- Prepares a variety of correspondence, reports and other materials for the purpose of documenting services, providing written reference, and/or conveying information.
- Processes a variety of documents and materials for the purpose of disseminating information and compiling reports in compliance with established administrative guidelines.
- Responds to inquiries from a variety of internal and external parties for the purpose of providing information, facilitating communication among parties and/or providing direction.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: customer service; effective listening; managing projects/programs; monitoring activities; office practices; planning; and record keeping.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes/laws/rules/regulations/policies; English grammar/punctuation/ spelling/vocabulary; office equipment/software; office practices; and bookkeeping/accounting practices.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a wide variety of types of job-related

equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adaptability/flexibility; communication with persons of diverse backgrounds/knowledge/skills; confidentiality; detail oriented; multitasking; and taking initiative.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; operating within a defined budget. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing

Pre-employment Proficiency Test

Certificates and Licenses

none

Continuing Educ. / Training

Occasionally as needed to perform changing essential functions of position

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 6