

## **SECRETARY/TRANSLATOR**

### DEFINITION

Under direction of the Director of Language Acquisition, to perform complex and responsible clerical and secretarial work in support of the District Language Acquisition program; and to do related work as required.

### EXAMPLES OF DUTIES

Organize and perform secretarial services in support of day to day operations of the program, relieve the supervisor of administrative detail; screen incoming correspondence in order of priority with appropriate backup material for reference; receive and screen visitors and telephone calls in English and a needed second language; maintain confidentiality on sensitive matters; translate documents to and from English and a needed second language; maintain the daily calendar; maintain and set-up files; make arrangements for meetings; open and distribute mail, receive deliveries; type, assemble and distribute correspondence, reports, and handbooks; may receive and process data and information related to student records, including attendance, testing, grades, academic awards, discipline, guidance, and health; assist in the preparation of the budget and monitor budget expenditures, including processing requisitions and purchase orders and collecting and reconciling miscellaneous funds; assist in coordination of facilities usage, construction and repair; and may supervise the work of clerical or student assistants.

### QUALIFICATIONS

#### Knowledge of

Correct English, grammar, spelling and punctuation; office methods, procedures and practices; and office automation, including computer operations/word processing.

#### Ability to

Coordinate a variety of different secretarial tasks, determining the relative importance of each; reschedule and distribute work assignments due to changing priorities; translate oral and written communications to and from English and a needed second language; learn independently; interpret and apply written policies and procedures; apply judgment, discretion and initiative; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; keep complex records and files; screen mail, telephone calls and visitors; maintain files; read and write at a level appropriate to the duties of the position; make arithmetical computations; learn office automation applications and skills; type at a net corrected speed of 50 words per minute; have an understanding and appreciation of cultural diversity; and pass a proficiency examination in a needed second language.

#### Experience

Two years of progressively responsible general clerical or secretarial work which has provided the applicant with the knowledge and abilities listed above.

#### Education

Equivalent to the completion of the twelfth grade.

### Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

### Licenses

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: June 28, 1978

Revised: July 8, 1987

Revised: July 11, 1989

Revised: June 7, 1990

Revised: February 11, 1997

Revised: December 12, 2000 effective January 1, 2001

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