

SECRETARY

DEFINITION

Under direction of an assistant principal, coordinator, or supervisor, to perform complex and responsible clerical and secretarial work in support of a large and complex department or head of major school or District office 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 department or program, relieve the supervisor of administrative detail; maintain confidentiality on sensitive matters; screen incoming correspondence in order of priority with appropriate backup material for reference; receive and screen parents and visitors and telephone calls; 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, meeting minutes and handbooks; may use publication/ presentation software to prepare brochures, publications and newsletters; may maintain and update internet home page; may maintain and process fiscal and personnel records and transactions, including personnel evaluations, payroll and attendance; 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 key inventory; 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/publication and presentation software.

Ability to

Coordinate a variety of different secretarial tasks, determining the relative importance of each; reschedule and distribute work assignments due to changing priorities; 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 files and records; 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; and type at a net corrected speed of 50 words per minute.

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

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