



OFFICE/SCHOOL SECRETARY [2-262]

POSITION DESCRIPTION:

The job of Office/School Secretary is done for the purpose(s) of providing secretarial duties to support assigned administrative personnel; communicating information to staff, students, the public, and other districts; ensuring compliance with financial, legal and administrative requirements; and providing information and/or direction as may be requested.

FUNCTIONS:

- Assists other personnel for the purpose of supporting them in the completion of their work activities
- Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform functions
- Coordinates at the direction of the assigned administrator/manager a variety of programs and activities (e.g., meetings, in-service day activities, workshops, ceremonies, luncheons, field trips, etc.) for the purpose of delivering services in conformance to established guidelines (*E*)
- Evaluates situations (e.g., involving other staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution (*E*)
- Maintains inventories of supplies and materials for the purpose of ensuring items availability
- Monitors assigned program activities and/or program components for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements (*E*)
- Performs record keeping (confidential and non-confidential) and general and program specific clerical functions (e.g., scheduling, copying, filing, spread sheet preparation, faxing, etc.) for the purpose of supporting assigned administrator and/or site with necessary materials (*E*)
- Prepares written materials (e.g., reports, memos, letters, spreadsheets, attendance, mailings, etc.) for the purpose of documenting activities, providing written reference and/or conveying information (*E*)
- Processes documents and materials for the purpose of disseminating information to appropriate parties
- Researches a variety of topics (e.g., current practices, policies, education codes, etc.) for the purpose of providing information for addressing a variety of administrative requirements (*E*)
- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, general public, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction (*E*)
- Supports assigned administrative personnel (e.g., answering telephones, scheduling meetings, making travel arrangements, etc.) for the purpose of providing assistance with administrative functions (*E*)
- Performs job assignment safely for the purpose of protecting people and property (*E*)
- Performs other related duties as assigned

(E) = Essential Function

KNOWLEDGE is required to perform basic math including calculation of fractions, percents and/or ratios; interpret written procedures, write routine documents and speak clearly; understand complex multiple step instructions; modern office organization, procedures, and computer software; preparation of correspondence and reports; filing and operating standard office equipment.

SKILLS are required to perform multiple non-technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: make arithmetical computations; typing at 45 net words per minute; understand and follow oral and written instructions.

ABILITY is required to schedule a number of activities; often gather, collate, and/or classify data; analyze data utilizing defined and similar processes; operate equipment using standard methods of operation; work with data of similar types and/or purposes; utilize modern job related equipment and software; establish and maintain cooperative and professional working relationships with staff, the public, and other agency personnel; problem solving is required to analyze issues, create plans of action and reach solutions; perform moderately difficult secretarial functions; spell correctly and use good English; perform overtime as needed and perform job safely.

WORKING ENVIRONMENT:

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 70% sitting, 15% walking and 15% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere. A full job analysis is available in Risk Management.

MINIMUM QUALIFICATIONS

EXPERIENCE:

Job related experience is required. One year of experience in clerical and/or secretarial work including experience in typing reports and general office correspondence, making arrangements for meetings and travel and performing other clerical/secretarial duties for management staff.

EDUCATION:

High school diploma or equivalent

CERTIFICATES/CREDENTIALS/LICENSES:

Valid California driver's license

PREEMPLOYMENT:

- Fingerprint clearance
- TB clearance
- Required testing
- Some offers of employment are contingent upon successful passing of a physical examination including documentation, immunizations, and/or exemption as required.

SALARY SCHEDULE: 600

Range: 18