

SCHOOL SECRETARY

DEFINITION

Under the general supervision of a school site administrator, performs complex and responsible secretarial functions in an elementary school, middle school, high school, continuation high school, and/or other special school settings; relieves the school administrator of clerical and routine administrative details; performs other related work as assigned and/or required.

ESSENTIAL DUTIES

- serves as a personal secretary and office manager; receives and responds to inquiries from office visitors or from telephone contacts
- reviews and screens incoming correspondence and communications routed to the school administration
- refers specific communications or correspondence to appropriate staff members in order to gather data for the administrator's review
- initiates follow-up activities to ensure that operational time lines are met
- arranges correspondence and related background materials for supervisor's personal reply
- drafts correspondence and related background materials for supervisor's personal reply
- drafts correspondence pertaining to a wide range of subjects
- reviews outgoing correspondence and other materials to ensure consistency with policies, regulations, operational procedures, formatting, grammar and punctuation
- takes notes and drafts summaries of meetings and conferences
- may take and transcribe notes pertaining to a wide variety of subjects, including information/records that may be of a privileged or sensitive nature
- administers first aid to students and contacts parents and emergency assistance agencies in cases of serious illness or injury
- prepares input data for computerized record management, storage and retrieval systems; generates a variety of reports and utilizes them in office operations
- prepares requisitions to procure and maintain an adequate inventory of supplies and instructional materials
- maintains a variety of records and files, which may include materials related to students, site personnel, budget, expenditures, payroll and a variety of other site-related areas
- schedules and organizes the clerical functions of the office
- provides input concerning the technical evaluation of other clerical staff
- may assist in scheduling school facilities for civic use
- performs other duties as assigned and/or required

QUALIFICATIONS

Knowledge of: Modern procedures and practices pertaining to the operation of a highly busy office; standard office equipment and modern office management, storage and retrieval systems; receptionist and telephone techniques, drafting correspondence and generating reports; correct English usage, spelling and grammar; effective communication techniques. **For Bilingual: Knowledge of written and oral Spanish or other designated language.**

Ability to: Learn and interpret school and district policies, regulations and procedures; effectively and accurately operate microcomputers and software; draft correspondence independently; prepare comprehensive reports; make mathematical calculations with speed and accuracy; understand and follow oral and written directions; establish and maintain cooperative working relationships in a multi-tasking environment with frequent interruptions; display tact and diplomacy with persons of varied educational, cultural and socio-economic backgrounds; effectively operate a microcomputer and use appropriate application software applications.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- will frequently exert 20 to 30 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but may walk or stand for brief periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: Two years of responsible and varied secretarial experience, preferably including one year of office experience in an educational organization; OR four years of general clerical experience working the front office at a school site.

Education: Verification of a High School diploma, a higher degree, or a GED certificate. Coursework in secretarial skills, data entry, office management, or other related skill areas is desirable.

License Requirement: Possession of a valid California Motor Vehicle Operator=s License.

Condition of Employment: Insurability by the District=s liability insurance carrier.

Certificate Requirement: Verification of a current First Aid certificate and a current CPR certificate issued by the American Red Cross or the American Heart Association is required at time of employment, and must be kept current as a condition of continued employment.

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