



Staff Secretary

Classified Position

Initial Date: July 29, 1994
Board Approval: April 3, 2012
Revision Date: April 3, 2012
Personnel Commission: May 16, 2012
Range: 47
Reports to Assigned Administrator

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Performs a wide variety of responsible and complex secretarial and administrative support functions for district office administrators. This classification receives limited supervision within a framework of standard policies and procedures that requires independent judgment. This job requires a high level of secretarial and organizational skills to perform responsible clerical, reception, and office support functions. Positions in this class require accurate record keeping, attention to detail as well as skill to effectively and tactfully greet and respond to inquiries from both employees and the general public.

REPRESENTATIVE DUTIES:

- Plans, organizes, and performs secretarial and administrative support functions related to assigned program office activities and operations
- May act as a resource/receptionist providing information and assistance to administrators, staff, parents, general public, and others.
- Compiles, proofs, assembles and organizes a variety of data/information as related to assigned functions
- Collects, prepares and maintains records, logs, and filing systems pertaining to area of responsibility
- Prepares a variety of materials such as memos, lists, correspondence, schedules, and reports from rough draft, oral instruction, notes, or own initiative
- Collects, processes, and reviews various documents and other material; verifies for accuracy, completeness, and conformity with standards and policies
- Maintains, monitors, and reconciles program budgets; orders supplies, materials and equipment upon approval
- Establishes and maintains a variety of manual and computerized records and sometimes sensitive files relating to assigned function; may use word-processing, database, and spreadsheet software application programs
- Prepares agendas and handouts for meetings relating to program matters; may transcribe and distribute minutes
- May receive applications and supporting material for job openings related to classified and certificated substitute employees; answers inquiries, schedules screenings, interviews, processes hiring documentation and physicals; monitors fingerprinting clearances through the Department of Justice Live Scan
- May provide assistance related to Special Education, Technology and Enrollment, Human Resources, and/or Receptionist depending on specific program/office assignment
- May provide assistance in maintaining records of class size overages/class enrollment
- May receive and process information of a confidential nature; ensures such information is maintained in strict confidentiality
- Performs special and related duties and assignments specifically assigned to program/office

KNOWLEDGE AND ABILITIES:

- Ability to see, read and communicate effectively, some positions may require the ability to speak, read, and write in another language other than English as designated by the assignment
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary

- Knowledge of proper office methods and practices including word processing, record keeping systems, receptionist and telephone techniques, and letter and report writing
- Ability to operate a variety of standard office equipment
- Knowledge of basic financial record keeping practices, procedures and methods
- Ability to learn, interpret, and apply procedures, standards and requirements of assigned program/office and skill in performing support function with speed and accuracy
- Skill in learning and interpreting District rules and policies related to assigned office/program operation and to apply them with good judgment
- Ability to analyze situations and take appropriate action regarding routine procedural matters without immediate supervision
- Ability to learn and use computer systems and office software programs as appropriate to assignment including but not limited to data entry and purchase requisitions
- Ability to pass a standardized typing test at a rate required for successful job performance; suggested at a rate of 55 words net per minute
- Ability to prioritize and coordinate work flow to meet timelines
- Skill in establishing and maintaining effective work relationships with those contacted in the performance of required duties

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent is required
- Two years of secretarial/clerical experience is required
- Typing Certificate is required, net 55 wpm desired
- Bilingual ability may be desirable

LICENSES AND OTHER REQUIREMENTS:

- May require a valid California Driver's License
- May require pre-employment physical examination

WORKING CONDITIONS:

ENVIRONMENT:

- Primarily indoor working environment; office

PHYSICAL DEMANDS:

- Sitting or standing for extended periods of time
- Seeing, hearing and speaking to exchange information
- Lifting, carrying, pushing or pulling as assigned by position
- Dexterity of hands and fingers
- Moderate to high stress level

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.