

SECTION **SECRETARIAL/CLERICAL PERSONNEL**

AREA **ALL LOCATIONS**

TITLE **Secretary D**

QUALIFICATIONS:

1. Good typing, computer and office skills.
2. The ability to handle a variety of tasks and responsibilities easily and efficiently.
3. Such alternative or additional qualifications which demonstrate the following personality characteristics: enjoys working with young people, cooperativeness, flexibility, discretion, attention to detail, neatness and accuracy.

REPORTING RESPONSIBILITY:

The Secretary D is directly responsible to the building principal, departmental administrator/supervisor or designee.

BACKGROUND OF POSITION:

All school and administrative offices require sufficient staff to handle a large number of clerical and record keeping duties which arise out of the operation of the office. The Secretary D is assigned to supplement the secretarial staff, or to function alone in handling such clerical duties as may exist in a small office. The Secretary D is a 10 month position assigned to work 43.2 weeks per year or 216 days per year with an average of 32 ½ hours per week. The actual work schedule for each Secretary D will determined at the discretion of the building principal or supervisor. The Secretary D will be given the option of taking off during school holiday periods (i.e., winter and/or spring breaks) and instead, working those hours/days at other times during the year deemed necessary by the building principal or supervisor, which may include days when school is not in session in June, July or August. This arrangement must be approved, in writing, by the principal/supervisor prior to the start of the school year.

JOB GOAL:

The Secretary D performs a variety of clerical, typing and record keeping duties on a regular basis. The work of this position involves diversified assignments, carried out under general supervision, and may require the exercise of discretion in handling confidential materials.

TERMS OF EMPLOYMENT:

1. Secretary D on the BREA Secretary Salary Guide.
2. 10 month work calendar with total hours specified by negotiated agreement.
3. Contract consistent with the agreement negotiated with the applicable bargaining unit.

PERSONAL EVALUATION:

The Secretary D shall be evaluated in writing by the appropriate administrator or supervisor at least once a year. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description. See Policy 4022, Evaluation of Staff.

PERFORMANCE RESPONSIBILITIES:

1. Types or data processes on a computer forms, letters, stencils, records, reports, orders, schedules, cards memoranda, etc. as required.
2. Answers telephone calls and interacts with the public.

ADDITIONAL PERFORMANCE RESPONSIBILITIES

Other clerical duties incidental to the job which may be assigned by the building principal or supervisor.

Position Description approved: 5/25/10