

**SECTION SECRETARIAL/CLERICAL PERSONNEL**

**AREA ALL LOCATIONS**

**TITLE Secretary B**

**QUALIFICATIONS:**

1. Secretarial experience demonstrating computer literacy, data processing and typing/transcribing skills as well as basic proficiency in Microsoft Word and Excel.
2. The ability to assist in secretarial/clerical activity in the high school, middle school, intermediate school, primary school or the ability to organize and maintain secretarial/clerical functions in an administrative area (i.e. instructional supervisors office, guidance, student services, etc.). Previous secretarial experience.
3. Such alternative or additional qualifications which demonstrate the following characteristics: enjoys working with young people, parents, the public and peers; cooperativeness; flexibility; discretion; attention to detail, neatness and accuracy.

**REPORTING RESPONSIBILITY:**

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

**BACKGROUND OF POSITION:**

The supervisors of instruction are responsible for carrying out the educational program of the District. Within their scope of operation are the supervision and evaluation of school programs, curriculum development for all levels of instruction, as well as all other teaching and instructional procedures which are part of the District Program. The office environment of the Secretary B works in is broad in scope, requires knowledge of the instructional area, requires a high degree of flexibility and attention to detail.

Functional Department Administrators are responsible for the overall operation and control of their office. Depending on the specific department, this may include the accounting, finance, payroll, human resources, special education or building maintenance/transportation functions. The office environment the Department Secretary B works requires knowledge of the specific function, requires flexibility, and attention to detail.

**JOB GOAL:**

The Secretary B acts as a secretary to the applicable instructional supervisor or departmental administrator. The responsibilities of the position require independent judgment and discretion in handling confidential matters and materials in regard to students and employees.

**TERMS OF EMPLOYMENT:**

1. Secretary B on the BREA Secretary Salary Guide.
2. 12 month work calendar.
3. Contract consistent with the agreement negotiated with the applicable bargaining unit

**PERSONAL EVALUATION:**

The Secretary B shall be evaluated in writing by the appropriate principal, 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:**

The Secretary B, depending on the specific school or instructional area or functional department may have responsibilities in the following areas:

1. Provides secretarial support to the main school secretary, instructional supervisor or functional department administrator in one or more of the following areas:
  - a. Processing of purchase orders
  - b. Maintenance of budget accounts
  - c. Petty Cash
  - d. Typing and filing of staff observations and evaluations
  - e. Maintenance of school or department files
  - f. Dissemination of District testing materials
  - g. Records all necessary information for student placement in resource room, supplemental instruction, self-contained special classes, tuition placement and ESL programs.
  - h. Transcribes dictation involving child study team reports.
  - i. Operates personal computer and a variety of office machines.
  - j. Records daily absence of personnel, including teachers, assistants, secretaries, custodians and maintains absence data in CSI Personnel/Payroll recordkeeping system and Aesop absence reporting and substitute calling system
2. Reception of parents, teachers and students.
3. May take and transcribe dictation of varying length and complexity of both a confidential and general nature and composes and drafts answers to routine correspondence as directed or as per regular procedure.
4. Answers telephone/voicemail in the absence of the instructional supervisor or department administrator and follow through with the relay of information. Contacts individuals with whom the supervisor wishes to speak with and sets up conferences.
5. Opens and sorts mail. Handles routine correspondence and refers to supervisor that which requires review, action and/or study.
6. Composes and drafts answers to routine correspondence as directed by the principal, instructional supervisor or departmental administrator.
7. Keeps inventory and maintains supplies of office materials and equipment.
8. Oversees preparation and submittal of time sheets for substitute and part-time employees.

**ADDITIONAL PERFORMANCE RESPONSIBILITIES**

1. The Secretary B will perform the duties outlined on a separate task list developed for their specific assignment.
2. Secretary B performs other duties and responsibilities incidental to the office or assigned by the Principal, Instructional Supervisor or Departmental Administrator.

Position Description approved: 5/25/10