

**SECTION**                    **SECRETARIAL/CLERICAL PERSONNEL**

**AREA**                        **ALL LOCATIONS**

**TITLE**                      **Secretary C**

**QUALIFICATIONS:**

1. Secretarial experience demonstrating computer literacy, data processing and typing skills as well as basic proficiency in Microsoft Word and Excel.
2. 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 C is directly responsible to the building principal, instructional supervisor, departmental administrator or designee.

**BACKGROUND OF POSITION:**

The schools, instructional supervisors and departmental administrators may require additional secretarial/clerical assistance to support the activities and responsibilities of the Secretary A's and Secretary B's. The office environment of the Secretary C works in is more narrow in scope, does not require a detailed knowledge of the instructional or functional area, requires minor flexibility and strong attention to detail.

**JOB GOAL:**

The Secretary C performs basic typing, filing, manual recordkeeping and computer-based recordkeeping. The work of this position involves pre-defined assignments which require a limited amount of independent judgment.

**TERMS OF EMPLOYMENT:**

1. Secretary C on the BREA Secretary Salary Guide.
2. 10 month or 12 month work calendar.
3. Contract consistent with the agreement negotiated with the applicable bargaining unit.

**PERSONAL EVALUATION:**

The Secretary C 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 C has responsibilities in the following areas:

1. Performs a variety of clerical, typing, bookkeeping, recordkeeping duties in their school for department.
2. Types correspondence, memoranda, notices, reports, etc. pertaining to the wide range of function in which their office is involved.
3. Updates pertinent information on computer-based programs, databases or web applications.
4. Answers telephone calls and follows through on the relay of information. May act as a receptionist for school or department visitors.
5. Opens and sorts mail.
6. Maintains files.
7. Types reports or generates reports from computer software program.
8. Operates a variety of office machines

**ADDITIONAL PERFORMANCE RESPONSIBILITIES**

1. The Secretary C will perform the duties outlined on a separate task list developed for their specific assignment.
2. Secretary C 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