

TRACY PUBLIC SCHOOLS

SECRETARY FOR MAINTENANCE, OPERATIONS & TRANSPORTATION

Definition

Under general supervision, provides clerical and secretarial services relieving the supervisors of routine administrative and clerical details; and to do related work as required.

Example of Work Activities

Serves as receptionist, meets and screens visitors, makes appointments, answers inquiries and makes referrals to proper departments or individuals; serves as vital staff and public relations link through personal and telephone contact; transcribes from a dictating machine; attends meetings, composes correspondence independently or from brief verbal instruction; processes reports and other documents relating to maintenance, operations and transportation; maintains filing systems and prepares confidential reports and other reports that require transfers to material funds and/or labor transfers; handles work orders, takes orders by phone, types and files when completed; may determine emergency priorities; keeps monthly count of all work orders and computes costs for vandalism, and other special work orders, screens mail, takes messages and maintains appointment calendars; processes use of facilities forms submitted by public; types requisitions for supplies; and performs other related responsibilities and tasks as required.

Employment Standards

Education and Experience: The ability to carry out oral and written directions, read, write and speak at a level sufficient to fulfilled the duties to be performed for the position described; one year of clerical and secretarial work of responsible nature, requiring frequent contact with public, preferably in a school district.

Knowledge of: School district programs and procedures; office methods and practices, including filing systems, receptionist and telephone techniques; business letter and report writing, and the common use of office equipment; English usage, spelling, grammar and punctuation.

Ability to: Perform responsible clerical work requiring independent judgement with speed and accuracy; interpret and apply policies, laws, rules and regulations; take responsibility for the preparation of reports; make arithmetical calculations with speed and accuracy; understand and carry out oral and written directions; type at a speed of 50 words a minute from clear copy; operate a variety of office appliances including

adding machines and dictating machines; meet the public and other school district employees tactfully and courteously and answer questions in person and over the telephone.

ADOPTED:

H.S. BOARD: 2/01/80

ELEM BOARD: 2/01/80

REVISED:

H.S. BOARD: 4/18/80

ELEM BOARD: 3/11/80