

## **TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION**

**POSITION TITLE:** Secretary to Prevention Services

**DEPARTMENT/DIVISION:** Prevention Services

### **POSITION SUMMARY:**

Under general supervision, to provide a wide variety of secretarial and clerical support related to the functions of the department to the Coordinator of Prevention Services.

### **ESSENTIAL FUNCTIONS:**

1. Composes letters, memos and other communications independently or from notes and verbal instruction.
2. Answers telephone calls, greets visitors, receives and relays messages, responds to requests for information and assistance regarding prevention services, student policies and procedures and program schedules.
3. Performs a variety of general office duties.
4. Schedules appointments, intake meetings and training meetings.
5. Prepares documents, reports and maintains student records including ongoing written communication with families and school sites regarding student attendance and district requirements.
6. Assists in maintaining budgets from various funding sources.
7. Oversees student files, maintaining an efficient filing and complex tracking systems.
8. Prepares agendas and minutes, attends meetings.
9. Contributes to the preparation of grants, state and federal reports.
10. Prepare monthly attendance reports to meet state guidelines for ADA reporting.
11. Serves as a vital public relations representative through personal and phone contacts.
12. Oversees updated community resource and referral sources for distribution.
13. Maintains regular and prompt attendance in the workplace.
14. Performs other related duties as assigned.

### **EDUCATION AND EXPERIENCE:**

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. High school diploma or equivalent certificate required. Two years experience in secretarial and clerical work of a responsible nature, requiring frequent contact with public. Previous experience in a public school or institution of higher education setting desired. Must pass required District testing.

**POSTION TITLE:** Secretary to Prevention Services

**SKILLS AND QUALIFICATIONS:**

1. Knowledge of English usage, grammar, spelling, punctuation, and vocabulary.
2. Ability to type at a speed of 55 words per minute from clear copy.
3. Ability to operate standard office and instructional equipment.
4. Ability to operate a personal computer and be highly proficient in Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft Access and E-mail.
5. Ability to complete projects and tasks through to completion with minimal supervision and direction
6. Ability to learn and apply District rules, regulations and procedures.
7. Ability to compute mathematical calculations with speed and accuracy.
8. Ability to communicate effectively with parents, students, staff and school officials in a wide variety of situations.
9. Ability to maintain cooperative working relationships with those contacted in the course of work.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time
2. Enter data into a computer terminal, operate standard office equipment and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with TUSD staff, district office staff and the public.

**SALARY:** Classified range 32

Board Approved: 3/27/01