

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSTION TITLE: ~~Instructional~~ Secretary to Health Services

DEPARTMENT/DIVISION: Health Services

POSITION SUMMARY: Under general supervision, to serve as secretary to the Coordinator of Health Services, performs complex and responsible secretarial services and provides support to other department personnel.

ESSENTIAL FUNCTIONS:

1. Serves as department receptionist and screens visitors.
2. Prepares letters, memos, reports and other documents as needed, independently or from brief verbal instructions.
3. Orders supplies, handles mail and takes messages.
4. Makes necessary phone calls; maintains efficient record and filing systems, copies reports of home visits and other medical reports as directed by the Coordinator of Health Services and assists in student registration and in the health screening process as needed.
5. Records all health screening results and immunization information to student health records via district computer student database.
6. Treats as confidential all matters concerning students, parents, teachers, physicians and others who may be involved in department matters.
7. Insures that all schools in the Tracy Unified School District have current and complete emergency information and correct Immunization information on record for all students.
8. Does immunization audit and data collection on Kindergarten children and electronically records information reported after the California Blue Card is started.
9. Does electronic audit and collects data on medical examinations of first grade children.
10. Prepares, posts to, and maintains files and records of purchasing, maintenance, inventory, personnel and related business matters.
11. Prepares testing documents for all mandated screenings.
12. Maintains regular and prompt attendance in the work place.
13. 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 for the position described. High school diploma or equivalent required. Two years of experience in secretarial and clerical work desired. Must pass required District testing.

SKILLS AND QUALIFICATIONS:

1. Knowledge of English usage, grammar, spelling, punctuation, and vocabulary.
2. Knowledge of School District practices and procedures relating to the office to which assigned.
3. Knowledge of State and Federal regulations.
4. Knowledge of modern office methods and practices, including filing systems, receptionist and telephone techniques, business forms, letter and report writing.
5. Knowledge of intermediate computer skills, including, but not limited to, Microsoft Word and Excel.
6. Ability to operate standard office equipment.
7. Ability to perform responsible secretarial work requiring independent judgment with speed and accuracy.

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8. Ability to interpret and apply appropriate policies and regulations.
9. Ability to perform mathematical calculations with speed and accuracy.
10. Ability to type at a speed of 55 words per minute from clear copy.
11. 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/keyboard and operate standard office equipment.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
6. Stand, walk and bend over.
7. Reach overhead in all directions, grasp.
8. Push and pull up to 50 lbs for short distances.
9. Lift and/or carry up to 25 pounds at waist height for short distances.

WORK ENVIRONMENT:

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

SALARY: Classified Range 32

Board Approved: TUSD 01/13/98

Revised: TUSD 11/26/02