

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION: Secretary to the Director of Staff Development

DEPARTMENT: Staff Development

POSITION SUMMARY:

Under general supervision, to serve as secretary to the Director of Staff Development; to perform complex and responsible secretarial services; and to do related work as required for the department.

ESSENTIAL FUNCTIONS:

1. Serves as department receptionist and screens visitors.
2. Prepares letters, memos, reports, surveys, newsletters, brochures, and other documents as needed.
3. Plans/coordinates/preps meetings for staff development activities and conferences.
4. Maintains computerized budgets for multiple programs.
5. Maintains training room reservations
6. Orders supplies, handles mail, takes messages.
7. Maintains various data bases, does research, and produces appropriate reports for the department.
8. Directs the work of one (1) clerk typist.
9. Prepares multi-media materials on a computer for training, presentations, and other communications; maintains department web page.
10. Composes correspondence independently or from brief verbal instructions.
11. Maintains regular and prompt attendance in the workplace.
12. Performs other related duties as assigned.
13. Knowledgeable and skilled in using district office automation software.

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 required. Two years of business courses, or two years of responsible secretarial work, to include public contact required. Must pass required District testing.

SKILLS AND QUALIFICATIONS:

1. Knowledge of intermediate to advanced elements of correct English usage, grammar, spelling, punctuation and vocabulary.
2. Knowledge of office methods and procedures, including letter and report writing.
3. Knowledge of receptionist and telephone techniques.
4. Knowledge of intermediate computer skills, including, but not limited to Microsoft Word and Excel.
5. Ability to operate standard office equipment.
6. Ability to perform responsible clerical work requiring independent judgment with speed and accuracy.
7. Ability to make independent decisions and accurately interpret laws and practices.
8. Ability to type at a speed of 60 words per minute from clear copy.
9. Must possess strong interpersonal skills.
10. Ability to maintain cooperative working relationships with those contacted in the course of work.

POSITION: Secretary to the Director of Staff Development

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/typewriter 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, grasp, push/pull.
8. 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 and the public.

SALARY: Classified range 36

BOARD APPROVED: TUSD 3/27/01