

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Secretary to the Director of Adult and Career and Technical Education

DEPARTMENT: Adult School

POSITION SUMMARY:

Under direct supervision of the Director of Adult and Career and Technical Education or designee, provides complex and responsible secretarial, clerical, and record-keeping services relieving the Director of clerical and routine administrative functions; do related work as required.

ESSENTIAL FUNCTIONS:

1. Serves as receptionist, takes messages, meets and screens visitors, schedules appointments, meetings, and oversees the Director's calendar, answers inquiries and makes referrals to proper department or individuals in a friendly, positive manner.
2. Serves as vital staff and public relations link through personal, telephone and computer contact: maintains and shares Adult School program information through webpage and other means of communication.
3. Establishes, prepares, completes, submits, maintains and ensures proper use of data, files, and records which may include confidential student, personnel, and payroll records.
4. Assist the Director in recruiting and scheduling certificated and classified personnel including summer school: prepare related employment contracts.
5. Arranges substitute teacher assignments.
6. Oversees the collection, recording, computation and reporting of Adult School data, including for purposes related to State and Federal funding.
7. Works closely with the financial Secretary on Adult School Budget.
8. Attends all staff meetings and is responsible for documenting/taking notes at all meetings.
9. Attends trainings as required.
10. Open, sorts, screens and distributes mail.
11. Types and/or composes correspondence and memos independently or as directed.
12. Processes, prepares and audits a wide variety of reports/agreements/documents accurately and in a timely manner.
13. Maintains files and filing systems; prepares confidential reports.
14. Orders all supplies, materials, and equipment.
15. Prepares schedules for registration, student orientations, class schedules and exams, including summer school.
16. Assist other Adult school office staff.
17. Makes arrangements for meetings and conferences.
18. Operates two-way radio equipment.
19. Maintains regular and prompt attendance in the workplace.
20. Performs other related duties as assigned.

EDUCATION/EXPERIENCE:

High School diploma or equivalent required. Minimum of 3 years prior office management/supervisory experience required. The ability to carry out oral and written directions, read, write and speak at a level sufficient to fulfil the duties to be performed for the position

described; three years of responsible experience in clerical duties, including at least one year of experience in a school district. Must pass required District testing.

SKILLS AND QUALIFICATIONS:

1. Knowledge of intermediate to advanced elements of correct English usage, grammar, spelling, punctuations and vocabulary.
2. Ability to operate standard office equipment.
3. Knowledge of office methods and procedures, including letter and report writing.
4. Knowledge of receptionist and telephone techniques.
5. Knowledge of intermediate computer skills including, but not limited to accounting/purchasing software, inventory software programs, e-mail, work order systems, Microsoft Office applications, and other programs as required.
6. Ability to perform responsible clerical work with speed and accuracy.
7. Ability to interpret and apply policies, laws, rules and regulations.
8. Ability to type at a speed of 50 words per minute from clear copy.
9. Must have strong organizational skills.
10. Ability to maintain professional and cooperative working relationships with those contacted in the course of work.
11. Ability to take responsibility for the preparation of reports and documents; make mathematical calculations with accuracy, spreadsheets, and general communications needs of the department.
12. Ability to meet deadlines.

PHYSICAL REQUIREMENTS:

Employees in this position must be able/have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, 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 and other electronic devices.
5. Speak so that others may understand at normal levels and on the telephone and other electronic devices.
6. Stand and/or walk on hard and/or uneven surfaces.
7. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
8. Lift and/or carry up to 25 pounds at waist height for short distances.
9. Bend, squat, stoop and/or climb.

WORK ENVIRONMENT:

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

SALARY: Classified Range 40

DOS: 12 months

Board Approved: 06/11/19