

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSTION TITLE: Tracy Adult School Evening Secretary

DEPARTMENT/DIVISION: Tracy Adult School

POSITION SUMMARY:

Under general supervision, to act as evening secretary to the Adult School Principal or designee. Will relieve the Principal or designee of clerical and administrative details; to perform a wide variety of clerical work; to assist students, parents, teachers and counselors in matters relating to school business; and to do related work as required.

ESSENTIAL FUNCTIONS:

1. Performs a wide variety of specialized secretarial duties including those responsibilities of a confidential nature dealing with students.
2. Make appointments and performs general clerical duties.
3. Composes correspondence from brief verbal instructions and, upon own initiative.
4. Prepares reports and correspondence.
5. Answers telephone inquiries for the school and serves as staff and public relations link through personal and telephone contact.
6. Works closely with the evening certificated and classified staff to assists teachers in the preparation and duplication of instructional materials and needs for class preparation.
7. Prepares agendas, reports, memos, bulletins and minutes for staff meetings.
8. Will collect monies for registration and books fees.
9. Assists with student records, which may contain confidential materials.
10. Assists in the administration of the General Education Development Tests and the State required proficiency tests.
11. Responsible TOPS Pro data collection.
12. Assists in maintaining concurrent counselor forms.
13. Must work well in a close team environment.
14. Performs other related duties as required.

EDUCATION AND EXPERIENCE:

High School diploma or equivalent required. The 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; one year of responsible experience in clerical duties, including at least one year of experience in a school district.

SKILLS AND QUALIFICATIONS:

1. Knowledge of school district practices and procedures relating to the office to which assigned.
2. Meet the public and other District employees tactfully and courteously, and answer questions in person and over the telephone.
3. Knowledge of office methods and practices, including filing systems, receptionist and telephone techniques, business forms, letter and report writing.

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SKILLS AND QUALIFICATIONS: Continued

4. Operates a variety of office equipment, including computer, adding machine, typewriter, duplicating and communications equipment.
5. Ability to use various computer software programs, including Adult School Administration Program (ASAP) and e-mail.
6. Must have strong organizational skills.
7. Ability to take responsibility for the preparation of reports and documents; make mathematical calculations with speed and accuracy, and general communication needs of the office.
8. Types at a speed of 55 words per minute from clear copy, and 10-key skills.
9. Ability to perform a variety of secretarial duties involving use of independent judgement, accuracy, speed, and confidentiality.
10. Ability to maintain cooperative working relationships with those contacted in the course of duties maintaining confidentiality of specified information.
11. Understand and implement complex oral and written directions given in English.
12. Ability to meet deadlines.

PHYSICAL REQUIREMENTS:

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

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operated 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.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, 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 school district staff, students, parents, and the public.

SALARY: Classified range 36, plus night differential

DOS: 12 months

Board Approved: TUSD 8/9/00