

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

**POSITION TITLE:** Tracy Adult School Principal's Secretary

**DEPARTMENT/DIVISION:** Tracy Adult School

### **POSITION SUMMARY:**

Under general supervision, to act as secretary to the Adult School Principal; to relieve the Principal of clerical and administrative details, to perform a wide variety of clerical duties; and to do related work as required. This person is responsible for working effectively without direct supervision.

### **ESSENTIAL FUNCTIONS:**

1. Serves as Office Manager for supervision and workload assignments.
2. Supervises office personnel, organizes and expedites the workflow of the school site, and offers guidance and direction to other school personnel as needed.
3. Performs a wide variety of managerial and specialized secretarial duties including those responsibilities of a confidential nature dealing with employee/employer relations and related personnel matters.
4. Assumes responsibility for monthly certificated and classified payroll.
5. Keeps project file and programs work to meet scheduled deadlines.
6. Composes correspondence from brief verbal instructions and, upon own initiative.
7. Prepares reports and correspondence.
8. Answers telephone inquiries for the school and serves as staff and public relations link through personal and telephone contact.
9. Performs duties connected with the certificated personnel.
10. Prepares agendas, reports, memos, bulletins and minutes for staff meetings.
11. Establishes, maintains and insures proper use of confidential files, which may include student, personnel, and payroll records.
12. Arrange substitute teacher assignments.
13. Oversees the collection, recording, computation and reporting of ADA data.
14. Maintains confidential materials and records.
15. Opens and distributes mail.
16. Works closely with the financial Secretary on Adult School Budget.
17. Performs other related duties as required.
18. Must work well in a close team environment.

### **EDUCATION AND 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 fulfill 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.

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**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.
4. Operates a variety of office equipment, including computer, adding machine, typewriter, duplicating and communications equipment.
5. Ability to use various computer software programs 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 60 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 a 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 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 38

**DOS:** 12 months

Board Approved: TUSD 8/9/00