

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: School Secretary High School

DEPARTMENT/DIVISION: High School

POSITION SUMMARY: Under general direction, to provide secretarial services and relieve the Principal of clerical and administrative details; and to do related work as required.

ESSENTIAL FUNCTIONS:

1. Serves as a clerical assistant to the Principal.
2. Takes and transcribes oral dictation.
3. Composes correspondence from brief verbal instructions.
4. Receives and opens office mail.
5. Act as a receptionist.
6. Receives visitors and answers telephone inquiries for the school.
7. Serves as a vital staff a public relations link through personal and telephone contact.
8. Compiles confidential materials under the direction of the Principal relating to staff and other matters.
9. Maintains the appointment calendar for the Principal.
10. Provides coordination for both classified and certificated staff in the preparation, dispensing and gathering of information.
11. Prepares agendas, sets up for meetings, takes and transcribes minutes.
12. Prepares memos, reports and bulletins.
13. Maintains absence reports for the entire staff for payroll records.
14. Arranges for substitutes for teachers who are to be absent due to school-related activities.
15. Assists substitutes.
16. Issues and maintains keyboard for the entire campus.
17. Orders and inventories all general supplies.
18. Dispenses supplies to staff and students
19. Channels all maintenance requests.
20. Processes transportation requests for buses and school vehicles.
21. Maintains records of school cars requested, dates requested and issues keys for these cars.
22. Processes departmental purchase requests.
23. Maintains files for the principals' office.
24. Makes announcements to the student body and staff over the intercom.

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. Three years of increasingly responsible clerical and secretarial experience, preferably to include at least one year of secretarial experience in a school district.

SKILLS AND QUALIFICATIONS:

1. Knowledge of functions and types of clerical operations performed at a large public school.
2. Knowledge of office methods and practices including filing systems, receptionist and telephone techniques and letter and report writing.
3. Knowledge of business English, including vocabulary, correct grammatical usage, and punctuation.
4. Ability to interpret school district policies and regulations and apply them with good judgment in a variety of procedural matters.
5. Ability to perform difficult and responsible clerical work with speed and accuracy.
6. Ability to compile and maintain accurate and complete records and reports.
7. Ability to make mathematical calculations with speed and accuracy.
8. Ability to type at a speed of 60 words a minute from clear copy.
9. Ability to operate a variety of office appliances including adding, duplicating, and dictating machines.
10. Ability to understand and carry out oral and written directions.

11. Ability to establish and maintain cooperative and effective relationships with students, parents and administrative officials.

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 and operate standard office equipment for extended periods of time.
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 with or without hearing aids.
5. Speak so that others may understand at normal levels and on the telephone with or without hearing aids.
6. Stand and/or walk on hard/or uneven surfaces for extended periods of time.
7. Bend, squat, stoop and/or climb for extended periods of time.
8. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
9. Lift and/or carry up to 25 pounds to 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 school site and District staff, students, parents and the public.

SALARY: LMH Range 12

DAYS OF SERVICE: 230

REVISED: 4/22/2008