

## LOS ALAMITOS UNIFIED SCHOOL DISTRICT

### Office of the Personnel Commission

#### CLASS TITLE: HIGH SCHOOL SECRETARY I

#### BASIC FUNCTION:

Under the direction of an assigned Assistant Principal at a high school, perform a variety of responsible and secretarial and technical functions in support of the Assistant Principal and the assigned office functions.

#### DISTINGUISHING CHARACTERISTICS:

Incumbents in this classification report to an Assistant Principal and perform a variety of responsible secretarial functions. In addition, incumbents perform other technical functions in activities required by the nature of the office such as student body accounting and master scheduling. The High School Secretary II classification reports directly to the Principal and has a broader scope of responsibility in coordinating activities for the entire high school plant.

#### REPRESENTATIVE DUTIES:

1. Receive and screen phone calls and visitors to the Assistant Principal's Office; answer questions and direct phone calls and visitors to the proper office.
2. Type letters, correspondence, memos and other forms of communication.
3. Prepare, type and duplicate a variety of items including newsletters, personnel evaluations, insurance forms, reports, agendas and minutes.
4. Compile and type reports and other documents and perform related clerical duties.
5. Type and process purchase requisitions; post to appropriate account; maintain current department budgets; notify department budgets; notify departments of expenditures and balances; type and process work orders.
6. Perform a variety of technical and administrative responsibilities related to the office assigned; maintain student body accounting records, preparing profit and loss statements and other financial statements required by District policy; coordinate the high school master schedule and curriculum.
7. Perform other technical responsibilities relating to the assigned office including direction of clerical staff involved in functions such as student activities coordination, taking and recording monies for special events or other fees and other responsible functions.

## High School Secretary I continued

8. Assist the Assistant Principal in the performing of other administrative details not requiring the attention of the Assistant Principal; assist in communicating to staff and students regarding activities or announcements affecting the assigned functions.
9. Train and provide work direction and guidance to clerical assistants and others as directed.
10. Prepare and maintain appropriate logs, files and records.
11. Receive, screen and route mail.
12. Operate a variety of office machines including computer, typewriter, calculator, and duplicating machines.
13. Perform related duties as assigned.

### KNOWLEDGES AND ABILITIES:

#### Knowledge of:

Functions and clerical operations of an administrative office  
Technical disciplines in assigned areas  
Receptionist and telephone techniques and etiquette  
Modern office practices, procedures and equipment operation  
Record-keeping and filing techniques  
School office terminology, practices and procedures  
Health and safety regulations  
Correct English usage, grammar, spelling, punctuation and vocabulary  
School and District organization, operations, policies and procedures  
Applicable sections of State Education Code and other applicable laws  
Interpersonal skills using tact, patience and courtesy  
Technical aspects of field of specialty

#### Ability to:

Perform responsible and complex office, secretarial and clerical work involving independent judgment and requiring accuracy and speed  
Coordinate student body accounting or assigned curriculum and master scheduling duties as assigned  
Maintain and monitor budgets  
Establish and implement revised office procedures as needed and according to established guidelines  
Understand, interpret rules and written directions and apply to specific situations  
Compose correspondence independently  
Establish and maintain effective working relationships with others  
Analyze situations accurately and adopt an effective course of action  
Meet schedules and time lines

## High School Secretary I continued

### Ability to (continued):

Perform duties effectively with many demands on time and constant interruptions

Plan and organize work

Train and provide work direction to others

Maintain records and prepare reports

Work confidentially with discretion

Communicate effectively both orally and in writing

Make arithmetic calculations quickly and accurately

Understand and follow oral and written directions

Type at 50 words net per minute from clear copy

Transcribe accurately from dictating equipment

Work independently with little direction

### EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including or supplemented by courses in secretarial science or related business courses and four years of responsible and varied clerical or secretarial experience including demonstrated experience in the specific technical requirements affecting the area served.

### WORKING CONDITIONS:

High School office environment; subject to many demands on time, constant interruptions, subject to sitting for extended periods of time; occasionally kneel, crouch, bend, stoop, stand, work with arms above shoulder level; lift carry, pull, push up to 25 pounds; work at computer for extended periods of time requiring close/distance vision; color vision, peripheral vision, depth perception and the ability to adjust focus; frequent use of telephone; direct contact with the public, teachers, students, parents, and other district staff; clear speaking and the ability to hear normal voice conversation; exposed to minor contagious illnesses; work with tight deadlines; work in difficult interpersonal situations.

SALARY RANGE: 59

ADOPTED BY PERSONNEL COMMISSION: September 10, 2002

ADOPTED BY BOARD OF EDUCATION: September 23, 2002