

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Secretary to the Director of Information Services and Educational Technology

DEPARTMENT: Information Services and Educational Technology

POSITION SUMMARY: Under general supervision, to serve as secretary to the Director of Information Services and Educational Technology, to perform complex and responsible secretarial services; and to do related work as required.

ESSENTIAL FUNCTIONS:

1. Knowledge of word processing and/or desktop publishing software. Types letters, memos, reports, surveys, newsletters, brochures, and other documents as needed.
2. Prepares multi-media materials on a computer for training, presentations, and other communications.
3. Maintains computerized budgets, handles mail, takes messages, maintains appointment calendars, and orders supplies.
4. Prepares agendas, types minutes, and attends meetings.
5. Maintains various data bases and produces appropriate reports for the department.
6. Receives telephone calls and answers questions concerning information services and educational technology activities, policies, and programs.
7. Plans/coordinates meetings for: staff development activities, technical support, and conferences.
8. Serves as a department receptionist, meeting and screening visitors, and schedules appointments.
9. Composes correspondence independently or from brief verbal instructions.
10. Handles work orders, takes orders by phone, may determine emergency priorities, and maintains work order data base.
11. Knowledgeable and skilled in using district office automation software.
12. Other related responsibilities and tasks as required.
13. Maintains prompt and regular attendance in the workplace.
14. Performs other related duties as assigned.

EDUCATION: High School diploma or equivalent.

EXPERIENCE: Two years of business courses or two years of responsible clerical or secretarial work.

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 for the position described. High school diploma or equivalent required. Two years of increasingly responsible secretarial experience requiring frequent contact with the public. Must pass required District testing. Must possess a valid California driver's license and be insurable.

SKILLS AND QUALIFICATIONS: Performs responsible clerical work requiring independent judgment with speed and accuracy; interprets and applies policies, laws, rules and regulations; takes responsibility for the preparation of reports; understands and carries out oral and written directions; types at a speed of 50 words a minute from clear copy; operates a variety of office equipment including computers, printers, copy machines, fax machines, and scanners; meets the public and other school district employees tactfully and courteously and answers questions in person and over the telephone. Possesses a valid California driver's license.

SKILLS AND QUALIFICATIONS:

1. Knowledge of current office methods and procedures.
2. Knowledge of intermediate to advanced elements of correct English usage, grammar, spelling, punctuation, and vocabulary.
3. Ability to type/keyboard at a speed of 50 words per minute from clear copy.
4. Ability to operate standard office, ~~library, and instructional media center~~ equipment.
5. Knowledge of intermediate computer skills including, but not limited to Microsoft software applications, Internet functions, automated library systems and online resources.
6. Ability to prioritize and complete assigned projects and tasks with minimal supervision and direction.
7. Ability to learn and apply District rules, regulations, and procedures.
8. Ability to communicate effectively with teachers, administrators, vendors, parents, public, students, staff, and school officials in a wide variety of situations.
9. Ability to compute mathematical calculations with speed and accuracy.
10. Ability to maintain cooperative working relationships with those contacted in the course of work.

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, 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 with or without hearing aids.
5. Speak so that others may understand at normal levels and on the telephone.
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. Bend, squat, stoop and/or climb.

9. Routinely lift/carry boxes of equipment weighing up to 40 pounds at waist height, and occasionally lift/carry boxes of equipment weighing up to 50 pounds at 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 district staff and the public.

SALARY: Range 40

Adopted:

Elem Board 02/13/96

Revised:

TUSD 10/13/20