

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **COUNSELOR SECRETARY/ADMINISTRATIVE ASSISTANT**
Department: School Site
Reports to: Counselors & Site Principal

SUMMARY:

Performs secretarial duties, including a wide variety of responsible clerical work: assists the counselors by relieving them of routine administrative and clerical detail.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Performs a wide variety of secretarial and clerical duties for the counseling office i.e., types letters, reports, bulletins, agendas, memoranda, and other documents
- * Compose independently (or from oral instructions)
- * Receives and routes mail
- * Maintains files and records
- * Compiles and prepares reports
- * Greets and interviews visitors
- * Directs visitors to appropriate person or location
- * Takes and screens calls and schedules appointments for the counselors
- * In the absence of the counselors, handles problem situations by selecting available alternatives
- * Gives information and assistance to teachers regarding district policies, school procedures, supplies, forms, schedules, and events
- * Operates office equipment, including adding machines, other duplicating equipment, as well as word processors/personal computers
- * Inputs information to school computers
- * Assists counselors with department budget control
- * Orders and maintains counseling office supplies and forms
- * Assists with testing and other exams and assessments as directed
- * Provides clerical support for the R.O.P. on-campus counselor
- * Oversees student office aides
- * Maintains confidential student cum folders
- * Oversees local scholarships
- * Assists with Sober Grad Committee
- * Performs basic first aid/CPR and assists with student health monitoring. (The District will not hold employee liable as referenced in Govt. Code 820.2 & 825)
- * Performs other related duties as assigned

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); and two years of responsible secretarial experience, preferably in a school environment.

OTHER SKILLS and ABILITIES:

Knowledge of office procedures and practices, including filing systems, receptionist and telephone techniques, letter and report writing, and sound bookkeeping procedures. English usage, spelling, grammar and punctuation. Ability to operate common office machines including data processing equipment such as computer terminals, printers and word processors. Ability to interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and to apply them with good judgment in a variety of situations. Compose routine correspondence independently; perform responsible clerical work with accuracy and speed. Make arithmetical calculations quickly and accurately. Type at a speed of at least 60 words per minute from clear copy, transcribe from tape accurately; process documents using word processing equipment and software. Meet the public tactfully and courteously and answer questions correctly; compile and maintain accurate records and files; understand and carry out oral and written directions; establish and maintain cooperative relationships with those contacted in the course of work.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of people.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or push up to 50 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.