

OXNARD UNION HIGH SCHOOL DISTRICT

CLASS TITLE: ADMINISTRATIVE SECRETARY I

DEFINITION:

Under the direct supervision of the Principal, Continuation High School, performs specialized and responsible secretarial and clerical duties; assists the principal in various aspects of clerical detail; serves as liaison between site and district administration, staff, students, parents and media.

STATEMENT OF TYPICAL DUTIES:

- a. Performs specialized and responsible secretarial and clerical duties; relieves the Principal of clerical detail.
- b. Takes and transcribes dictation, including material of a confidential nature.
- c. Types letters, memoranda, reports, documents; may compose correspondence independently or in accordance with general instruction.
- d. Receives and screens the Principal's incoming correspondence and calls; provides information on school policies and procedures.
- e. Receives visitors and schedules appointments, conferences and meetings.
- f. Provides substitute teachers for classes and collects and maintains related logs for pay verification.
- g. Provides information and assistance to students, teachers, parents and others regarding attendance, registration, counseling and other student services.
- h. Establishes and maintains various records and files related to operations and functions of the office, including material of a confidential nature.
- i. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- District organization, operation, policies and procedures.
- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Business forms, letter writing and basic report preparation.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills. Interpersonal skills using, tact, patience and courtesy.

Ability to:

- Perform specialized and responsible secretarial and clerical duties.
- Communicate effectively with students, employees and the general public.
- Type at a net rate of 50 wpm from clear copy.
- Ability to take dictation desirable; transcribe dictation at an acceptable rate of speed.
- Operate a variety of office equipment, including word processor, typewriter, calculator and copiers.
- Compose routine correspondence independently.
- Work confidentially.
- Establish and maintain effective and cooperative working relationship with school personnel and the general public.
- Meet the public tactfully and courteously in situations requiring diplomacy, friendliness and firmness.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, including or supplemented by secretarial and typing courses, and at least three years of increasingly responsible secretarial experience. Prior school experience is desirable.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

WORKING CONDITIONS:

Alternative high school office environment; subject to constant interruptions.