

OXNARD UNION HIGH SCHOOL DISTRICT

CLASS TITLE: SCHOOL SECRETARY

DEFINITION:

Under the supervision of an Assistant Principal, provides assistance with varied and responsible secretarial and clerical support services; provides information and assistance to students, parents, faculty, administrators, staff and school visitors.

STATEMENT OF TYPICAL DUTIES:

- a. Performs a wide variety of responsible secretarial and clerical work related to the functions and activities of a high school's administrative office.
- b. Greets and assists visitors to the office including parents, students, faculty, staff, administrators and others;
provides information and directions, as appropriate.
- c. Maintains a variety of financial and statistical records according to established procedures and timelines; processes various forms and applications.
- d. Initiates and answers telephone calls; takes and relays messages; schedules appointments; explains program policies and procedures within the scope of authority; provides information of general or limited technical nature.
- e. Types reports, memoranda, schedules and lists from straight copy, rough drafts or oral instructions.
- f. Operates, office machines such as, typewriter, copiers and calculator, operates word processor and computer, as assigned.
- g. Takes and transcribes dictation of letters, reports, bulletins, meetings, and memoranda, including materials of a confidential nature; composes independently or from oral instruction, letters requesting or providing information or dealing with routine matters.
- h. Checks reports, records, and other data for accuracy, completeness and compliance with established standards; screens, verifies and adjusts attendance records and other data, as assigned.
- i. Orders and maintains various forms, supplies, and equipment, as necessary for efficient office operations; maintains a variety of complex files, records, and logs.
- j. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Functions and activities of a high school office.
- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Record keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communications skills.
- Operation of a computer.
- District organization, operations, policies and objectives.

Ability to:

- Provide secretarial support to an Assistant Principal or Dean of Students.
- Work independently with little direction.
- Type at 50 words net per minute from clear copy.
- Operate a variety of office machines including typewriter, calculator, copiers and computer.
- Perform varied and complex secretarial and clerical support duties.
- Take and transcribe dictation at an acceptable rate of speed. ***(desirable)**
- Compose correspondence independently or from oral instructions.
- Maintain a variety of filing systems.
- Perform responsible record-keeping duties.
- Read, interpret and follow rules, regulations, policies and procedures.
- Establish and maintain effective working relationships with others.
- Understand and follow oral and written directions.
- Make arithmetic calculations quickly and accurately.
- Meet schedules and timelines.
- Work confidentially with discretion.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of increasingly responsible clerical experience.

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:

High school office environment.