



BRIEF DESCRIPTION OF POSITION

Under the supervision of an Assistant Principal/Dean of Student Services, 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. E
- b. Greets and assists visitors to the office including parents, students, faculty, staff, administrators and others; provides information and directions, as appropriate. E
- c. Maintains a variety of student and other school records according to established procedures and timelines; maintains a variety of complex files, records, and logs; processes various forms and applications. E
- 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
- e. Prepares letters, memoranda, reports and bulletins from straight copy, rough drafts or verbal instructions; takes notes at meetings; maintains confidentiality as required. E
- f. Operates office machines such as computer, copier, calculator, fax, and typewriter. E
- g. Checks reports and records of student and other data for accuracy, completeness and compliance with established standards. E
- h. Orders and maintains various forms, supplies, and equipment, as necessary for efficient office operations. E
- i. 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.
- Verbal and written communications skills.
- Operation of a computer and other office equipment
- District organization, operations, policies and objectives.
- District student data software

Ability to:

- Provide secretarial support to an Assistant Principal/Dean of Student Services
- Work independently with little direction.
- Type at 50 words net per minute from clear copy.
- Operate a variety of office machines including computer, typewriter, calculator, copiers and fax
- Perform varied and complex secretarial and clerical support duties.
- Compose correspondence independently or from verbal 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.