LOMPOC UNIFIED SCHOOL DISTRICT

STAFF SECRETARY

PURPOSE STATEMENT:
Under the direction of an assigned supervisor, provide secretarial and clerical support to an assigned supervisor; monitor assigned activities; provide information to students, staff and the public; perform related duties as requested by assigned supervisor.

ESSENTIAL FUNCTIONS:
Assist students and parents in health office including assistance with injuries, illnesses and administration of medication according to established procedures and provide support to the Health Assistant/Nurse when unavailable.

Compile data from a variety of sources including student information systems, work orders, budget reports, specialized reports, personnel records and grant information in order to comply with financial, legal and administrative requirements.

Coordinate office communications including initiating and answering telephone calls, screening and routing calls, taking and relaying messages and conveying information to appropriate parties.

Coordinate a variety of projects, functions and program components including meetings, in-service events, appointments and related transitional student duties.

Enroll new students, set up schedules and provide campus tours to assist with orienting new students.

Maintain manual and electronic documents, files and records related to assigned activities including letters, minutes of meetings, facility use, time sheets, work orders and expense reimbursements; provide up-to-date information and historical reference in accordance with established administrative guidelines and legal requirements.

Monitor a variety of activities on behalf of assigned Administrator as assigned including account balances and work order status to assist with achieving established goals and meeting target dates.

Order supplies and materials for and assure availability of assigned supplies as required.

Participate in a variety of meetings, workshops, and trainings related to assigned activities; provide or receive related information, record minutes and support the needs of the attendees.

Prepare a variety of documents including correspondence, agendas, minutes, event programs, bulletins, reports and letters; communicate information and create documentation in compliance with established guidelines.

Present information on administrative procedures including department and program policies and submission procedures in order to orient new personnel and disseminate information to existing personnel.

Process documents and materials including time sheets, work orders, requisitions, travel reimbursements, budget transfers and incoming mail and disseminate related information in compliance with administrative guidelines and regulatory requirements.

Reconcile account balances for assigned budget categories and maintain accurate account balances.

Research a variety of topics as assigned including current practices, policies and education codes to assist with providing information, recommendations and address a variety of administrative requirements.

Respond to various inquiries from internal and external parties including staff, parents, students and public agencies and provide timely information and direction and facilitate communication among parties.

Secure substitute personnel and assure adequate classroom coverage when not filled by centralized sub services.

Provides support to assigned administrative personnel and provide assistance with related functions and responsibilities.

OTHER FUNCTIONS:
Provide support to Heath office as assigned.

Perform related duties as assigned.
KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:
District operations, policies and objectives.
Applicable laws, codes, regulations, policies and procedures.
Modern office practices, procedures and equipment.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Basic budgeting practices.
Methods of collecting and organizing data and information.
Business letter and report writing, editing and proofreading.
Basic public relations techniques.
Operation of a computer and assigned software.
Basic first aid and CPR.

ABILITY TO:
Perform clerical and secretarial support to an assigned supervisor.
Compose correspondence and written materials independently or from oral instructions.
Perform a variety of clerical accounting duties in support of assigned department or program.
Type or input data at an acceptable rate of speed.
Answer telephones and greet the public courteously.
Complete work with many interruptions.
Compile and verify data and prepare reports.
Maintain a variety of records, logs and files.
Utilize a computer to input data, maintain automated records and generate computerized reports. Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Work independently with little direction.
Maintain confidentiality.
Communicate effectively both orally and in writing. Administer basic first aid and CPR.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school and three years of responsible clerical or secretarial experience.

LICENSES AND OTHER REQUIREMENTS: Incumbents must obtain a valid First Aid and CPR Certification issued by an authorized agency within a designated probationary period.

WORKING CONDITIONS:
ENVIRONMENT:
Office environment.
Constant interruptions.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information in person or on the telephone.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting, standing and walking for extended periods of time.
Bending the waist, kneeling or crouching to file and retrieve materials.

FLSA Status: Non-Exempt
PC Approval Date: 5/18/17
Board Approval Date:
Salary Range: 33