



LOMPEC UNIFIED SCHOOL DISTRICT

STAFF SECRETARY

JOB SUMMARY:

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 DUTIES AND RESPONSIBILITIES:

- 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 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of meetings, facility use, time sheets, work orders and expense reimbursements; provide up-to-date information and historical reference in accordance with established administrative guidelines and legal requirements.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 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 DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

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.

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.

Staff Secretary

- 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 timelines.
- Work independently with little direction.
- Maintain confidentiality.
- Communicate effectively both orally and in writing.
- Administer basic first aid and CPR.

WORKING CONDITIONS:

Work Environment:

- Office environment.
- Constant interruptions.

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.

- 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.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA Status: Non Exempt

Personnel Commission First Reading: October 20, 2022

Personnel Commission Approval Date: November 17, 2022

Board Approval Date: February 14, 2023

Salary Range: 33