

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: STAFF SECRETARY

BASIC FUNCTION:

Under the direction of an assigned supervisor, performs a variety of secretarial and clerical duties in support of a major District function; plans and organizes office activities and communications to relieve the supervisor of administrative and clerical details.

ESSENTIAL DUTIES:

Performs a wide variety of secretarial and clerical duties to relieve the supervisor and or department head of administrative clerical details; serves as receptionist for office to which assigned.

Interviews callers in person and/or by telephone, including other district personnel, parents, students, and the public; provides information or directs to appropriate personnel; provides technical information concerning policies and procedures in accordance with established procedures or guidelines.

Assures timely communication between the office or department to which assigned and other district offices and employees through the appropriate use of any and all of the following techniques: telephone, memos, bulletins, e-mails, letters, and notices.

Types a variety of items including inter-office communications, budgets, requisitions, agendas, minutes, contracts, forms, letters, special reports or projects, and other materials from straight copy, rough draft, or oral instructions.

Maintains a variety of complex records, logs, lists, and files including materials of a confidential nature; maintaining confidentiality of records and information.

Researches and compiles information and computer-generated statistical information for various reports, including State, County and District reports.

Coordinates communications between the office or department and other District staff and the public; schedules appointments and conferences.

Checks records for accuracy and proofreads reports, documents, and other data for accuracy, completeness, and compliance with established standards.

Provides secretarial and clerical assistance to other staff members as necessary or directed; maintains an office inventory of supplies and materials; orders supplies and materials, as necessary; prepares purchase orders.

Schedule meetings and appointments for the assigned administrator; prepare agenda items for meetings; maintain records, and prepares minutes for distribution to appropriate personnel.

Operates customary office equipment, such as typewriter, word processor, computer, personal desk assistant, copier, calculator, and other specialized equipment assigned to the office or department.

Receives, sorts, and distributes incoming mail. Makes certain that out-going mail is properly addressed and routed.

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Prepares and maintains financial, statistical, and budget-related records and files for the office or department to which assigned.

Makes routine administrative decisions based upon existing administrative guidelines, District policy, Education Code or general instructions.

Accesses and inputs information via the District's computerized records data management system.

OTHER REPRESENTATIVE DUTIES:

May take and transcribe dictation in regard to such items as agendas, minutes, reports, correspondence, memoranda, and bulletins.

May be assigned to perform duties as the District Switchboard Operator/Receptionist on an occasional or relief basis.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports to a district-level supervisor or administrator.

Internal Contacts: Frequent contact with administrative personnel, other secretarial and clerical personnel, and other district employees.

External Contacts: Ongoing contact with personnel of other school districts, employees of the County Office of Education and Department of Social Services, as well as those of federal, state, and local agencies.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District and department organization, operations, procedures, policies, and objectives.

Current up-to-date office practices, procedures, and equipment.

Telephone techniques and etiquette.

Statistical and financial record-keeping techniques.

Standard American English usage, grammar, spelling, punctuation, and vocabulary.

Interpersonal skills; using tact, patience, and courtesy.

Operation of a computer work station and other office machines.

A variety of software programs and their use.

How to prepare reports, special projects, correspondence, and other communications.

ABILITY TO:

Perform secretarial and clerical duties and coordinate office activities and communications.

Maintain confidentiality and utilize discretion in all communications.

Operate a variety of software programs.

Perform work independently with little direction.

Keyboard at 55 words per minute from clear copy.

Establish and maintain effective working relationships with others.

Read, interpret, and follow rules, regulations, policies, and procedures.

Operate a variety of office equipment including a computer, word processor, typewriter, personal desk assistant, calculator, copier, and duplicating machines.

Make arrangements for meetings, workshops, and conferences.

Maintain a variety of filing systems.

Maintain records and prepare reports.

Perform basic arithmetic calculations, quickly and accurately.

Set schedules and meet time lines.

Communicate effectively both orally and in writing.

Complete work regardless of interruptions.

EDUCATION AND EXPERIENCE:

- (1) Education: Graduation from high school; supplemented by courses in, typing, office practices and procedures. Skill in the use of shorthand or speed writing preferred.
- (2) Experience: Two (2) years of secretarial experience.

PREPARED BY: Classified Personnel Department DATE: 2/93

APPROVED BY: Board of Trustees DATE: 5/11/89

APPROVED BY: Personnel Commission DATE: 2/16/93

REVISED BY: Personnel Commission DATE: 1/25/05