

SAN JUAN UNIFIED SCHOOL DISTRICT  
CLASSIFIED PERSONNEL

CLASS TITLE: Secretary

CLASS CODE: 934

CHARACTERISTICS OF THE CLASS:

Under direction, performs responsible and varied secretarial and clerical work; performs related duties as required.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do all of the listed examples include all tasks which may be found in positions of this class.)

Takes and transcribes dictation and types correspondence, memoranda, requisitions, reports, forms and various curriculum materials; composes and types transmittal and form letters; open, sorts, and distributes mail; answers the telephone, greets visitors, and responds to inquiries based on knowledge of program policies and procedures; compiles reports from a variety of sources; orders and distributes supplies, curriculum or test materials; reviews documents for accuracy, completion and conformance to established procedures; may act as receptionist; may maintain controls for budget accounts, logging purchase orders, mileage claims, and other expenditures; schedules meetings, conferences, travel, appointments; maintains a variety of files and records; maybe required to perform work on the latest office machines, including, but not limited to: word processing equipment, on-line computer terminals, printers, scanner and related equipment; may assign work to subordinate personnel.

QUALIFICATIONS

Education and Experience:

Secretarial or clerical experience involving public contact.

Knowledges and Abilities:

Knowledge of office practices and procedures;  
Knowledge of correct English usage, spelling, punctuation, grammar, and composition;  
Knowledge of basic mathematical skills to prepare a variety of reports;  
Ability to read and interpret program policies and procedures;  
Ability to compose routine correspondence;  
Ability to meet the public effectively and work well with others;  
Ability to perform research and compile information from a variety of sources;  
Ability to set up and maintain filing systems;  
Ability to maintain financial records;  
Ability to maintain confidentiality;  
Ability to type at 50 wpm;  
Ability to take dictation at a speed of 80 wpm.

Physical Characteristics:

With or without the use of aids: Ability to write, operate telephone, typewriter and business machines; ability to hear normal and telephone conversations; ability to see small print.

Board Approved: 2/12/80

Revised: 2/ 12/87

Revised: 12/ 10/96