OROVILLE UNION HIGH SCHOOL DISTRICT

Job Description

JOB TITLE: ADMINISTRATIVE SECRETARY

SALARY LEVEL:	18	DIVISION:	Classified
DEPARTMENT:	School Administration	LOCATION:	School Site
REPORTS TO	Principal		
APPROVED BY:	Board of Trustees	DATE:	April 20, 2016

SUMMARY: Under the general or administrative direction, performs highly responsible and complex secretarial duties, relieving the principal, assistant principal, athletic directors` or counselors of a variety of administrative and clerical details and does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other related duties may be assigned.*

- Makes and receives telephone calls, takes messages, routes calls; distributes mail, and greets visitors.
- Enters student record information.
- Responds to inquiries from students, teachers, staff, parents and the community. Examples include attendance rules, absences, suspensions, and enrollment status; grades, schedule changes and other student record information.
- Compiles and submits a variety of weekly, month and year end reports as required.
- May administer first-aid or prescribed medication to pupils in absence of nurse.
- Assists with athletic eligibility, athletic passes and recordkeeping of athletic physicals and/or coordinate and processing college applications, maintain quarterly honor roll and prepare transcripts for students.
- Types, prepares, distributes, files records/reports, correspondence etc.
- Independently prepares replies and follows up on routine correspondence.
- Process ASB checks and prepares monthly financial reports.
- Assists/orientates substitute teachers.
- Processes attendance/payroll, records workers' compensation claims for staff.
- Takes/transcribes notes for correspondence.
- Distribute reimbursements and balance petty cash.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATIONS AND/OR EXPERIENCE: High school diploma or general education degree (GED); three (3) years of related experience and/or training in general office work; or equivalent combination of education and experience. Knowledge of computers is essential.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students and individually to parents and other staff members.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES AND LICENSES: California Driver's License (required by the first day of service) First Aide/CPR Certificate required within 6 months of hire.

OTHER SKILL AND ABILITIES: Ability to pass a typing test at 45 words per minute. Ability to operate a personal computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and board policies.

PHYSICAL DEMANDS: The physical demands 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 individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop or kneel. The employee must occasionally lift and/or move up to ten (10) pounds such as files or records. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate and it may occasionally be heavy. The employee continuously is interacting with the public, staff and students.