GATEWAY UNIFIED SCHOOL DISTRICT

4411 Mountain Lakes Boulevard
Redding, CA 96003

JOB DESCRIPTION: SUPERVISOR OF CLERICAL SERVICES (Central Valley High School)

DEFINITION

Under direction of the High School Administrator performs complex secretarial and clerical functions; relieves the administrator of clerical detail and assists with the routine administrative functions in the operation of the school; does other related work as required.

ESSENTIAL DUTIES

•Serves as a personal secretary and office manager dealing with a variety of sensitive and privileged matters.
•Coordinates the staff activities of the administrator's office.
•Prepares information and data requested for administrative review.
•Attends meetings and conferences as requested and takes and transcribes notes into summary form.
•Acts as a receptionist and office manager to the administrator, including the answering of routine inquiries and correspondence, maintaining an action calendar, scheduling appointments, conferences and meetings, and a variety of other operational details.
•Assists with budget planning and expenditure control procedures.
•May assist with a variety of personnel management activities, including the preparation of time cards, absence reports and substitute coverage.
•Serves as an administrative aide by receiving and responding to inquiries from either office visitors or from telephone contacts.
•Prepares input data for a computerized record management, storage, and retrieval system, and utilizes the output reports in the office operational functions.
•Requisitions, orders and maintains an adequate inventory of supplies and instructional materials.
•Maintains a variety of records and files, which may include student, personnel, budget, expenditure, payroll, and a variety of other related records and files.
•Schedules and organizes the clerical functions of the office.
•Provides input concerning the technical evaluation of the other clerical staff.
•May assist in the scheduling of school facilities.
•Reviews and screens incoming correspondence and communications routed to the school administrator.
•Refers specific communications or correspondence to appropriate staff members for the gathering of data for the administrator's review.
•Initiates follow-up activities to ensure that the operational time lines are met.

QUALIFICATIONS

Knowledge of:
•Procedures pertaining to the operation of a high school;
•Legal mandates, policies, regulations, and procedures which govern the administrator's operational processes;
•Effective and efficient communication techniques;
•Modern office methods and equipment;
•English usage, grammar, spelling, and punctuation.

Ability to:
•Coordinate and monitor the clerical functions of the school;
•Effectively and efficiently perform highly responsible clerical, secretarial, and administrative aide functions and activities;
•Compile data and information, and prepare comprehensive reports;
•Communicate effectively in oral and written form;
•Understand and carry out oral and written directions;
•Effectively and efficiently operate computer terminals and micro-computers, and utilize application software;
•Compose correspondence independently;
•Establish and maintain comprehensive and accurate files and records, and prepare concise and complete reports as required;
•Establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

•Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
•This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
•Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:
•Three years of highly responsible secretarial experience, preferably in an educational organization.

Education:
•Equivalent to the completion of the twelfth grade, supplemented by coursework, or training in office management, advanced secretarial skill areas, public relations, or related areas.