TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: District Office Secretary **CLASSIFICATION: Classified**
DEPARTMENT: District Administration

DESCRIPTION OF POSITION

Under the direct supervision of the Superintendent or designee, performs secretarial, clerical, public relations, and administrative duties; performs related duties as assigned.

REPRESENTATIVE DUTIES

- Types, files, and circulates miscellaneous documents of the nature of forms, letters, memos, reports, etc. E
- Ascertains or is directed to collect, collate, summarize and type or post data of statistical or text nature. E
- Completes data or test forms and copies, distributes and files as required. E
- Answers inquiries from the public, staff and district personnel of the nature of complaints, policy, procedure and general performance. E.
- Processes both incoming and outgoing mail.
- Assists other District Office Departments with clerical support. E
- Maintains substitute lists, records, and credential information. E
- Processes all substitute and coach applications. E
- Composes correspondence or reports independently from notes, oral or written directions; formats, types, duplicates and distributes a variety of items. E
- Orders materials, supplies, and equipment; maintains record of purchase orders, invoices, expenses, and inventory. E
- Organizes, monitors, and maintains budget for department. E
- Processes Travel & Conference forms, expense reports for department. E
- Assures the computerized system schedules substitutes for employee absences and intervenes if necessary. E
- Calculates and posts leave balances to employee accounts and verifies balances using site records. E
- Prepares and completes all relevant State and Federal forms. E
- Completes necessary documentation and forwards to Payroll. E
- Maintains a cooperative working relationship with employees, insurance carrier representatives and the public. E
- Assists Human Resources staff in routine clerical and office duties including the scheduling of interviews, distribution of employment applications and recruiting. E
- Maintain online recruitment site Edjoin and District website. E
- Provides support to the Superintendent's office. E
- Acts as backup Receptionist for the District Office.
- Carries out other related duties as assigned.

E = Essential duties as required by the Americans with Disabilities Act.

EDUCATION AND CREDENTIALS

Minimum Qualifications:

- A minimum of three years of experience as secretary preferably in public employment.
- Typing Certificate - 45 wpm
- Clerical Test – passing score

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Proper use and operation of a multi-positioned telephone system.
- Current office procedures and methods including proper telephone techniques and etiquette; proper English usage and grammar, punctuation and spelling.
- Standard office personal computer software.

Personal Qualities:

- Operate a multi-positioned telephone system;
- Read and write at a level sufficient for the performance of assigned duties;
- Understand and carry out both oral and written directions;
- Work independently with a minimum of supervision;
- Project a friendly and positive image;
- Prepare and compile accurate records;
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

PHYSICAL REQUIREMENTS

Frequency Key	
None	(1)
Occasional (up to 25% of shift)	(2)
Intermittently (up to 50% of shift)	(3)
Frequently (up to 75% of shift)	(4)

Activity	Frequency		Activity	Frequency
Bend	3		Lift/carry 0-10 lbs	3
Twist	3		Lift/carry 11-25 lbs	3
Squat	2		Lift/carry 26-40 lbs	2
Kneel	2		Lift/carry 41-100 lbs	1
Climb	2		Stand	2
Reach above shoulder	2		Walk	3
Grip/Grasp	3		Sit	4
Extend/Flex Neck	2		Drive	2
Use Right Hand	4		Perform Repetitive Hand Motions	2
Use Left Hand	2		Keyboarding/Mouse Work	4
Ability to See	4		Ability to Hear	4

THE TRAVIS UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.

For the District: _____ Date: _____

For the Association: _____ Date: _____

Approved: September 5, 2013