TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: School Secretary **CLASSIFICATION: Classified**
DEPARTMENT: School Administration

DESCRIPTION OF POSITION

Under the supervision of the School Principal or his/her designee performs secretarial, clerical, public relations and administrative duties; performs other related tasks.

REPRESENTATIVE DUTIES

- Types, files, and circulates miscellaneous documents of the nature of forms, form letters, memos and bulletins. E
- Ascertains or is directed to collect, collate, summarize and type or post data of statistical or text nature. E
- Completes data or text forms and copies, distributes and files as required. E
- Maintains all payroll records on a daily and cyclical basis. E
- Records daily absences and certificates; time, overtime, and stipend records; and substitute forms. E
- Assists in development and maintains records of the nature of school budgets, student accounts and special programs. E
- Compiles and sets up preliminary estimates and books of accounts. E
- Maintains ongoing records and posts or effects transfers and expenditures. E
- Answers inquiries from the public, staff and district personnel of the nature of complaints, policy, procedure and general performance. E
- Complete inquiry via telephone, forwards or refers to proper person. E
- Completes or composes forms, letters, reports or other in answer to inquiry or at direction of Principal. E
- Confers with staff, principal, and parents regarding matters of the nature of attendance, grades and student welfare. E
- Makes appointments for Principal and staff for conferences of public and private matters and records as required. E
- Maintains inventory of the nature of supplies, texts and sometimes audio/visual aid materials. E
- Ascertains or is instructed to order, requisition or distribute materials. E
- Type necessary forms to accomplish above. E
- Expedites by phone or letter materials requiring more immediate need. E
- Receives, checks, posts, and document receipts; stores or distribute goods. E
- Supervises, directs and assists other staff employees and assistance as required. E

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

EDUCATION AND CREDENTIALS

- High school diploma or G.E.D. equivalent.
- 3 years' experience as secretary preferably in public employment.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Copying, duplicating, use of laminators, mimeographs, adding and calculating machines and school intercom.

Skills and Abilities:

- The ability to read and write in English at a level sufficient for the performance of assigned duties.
- Basic knowledge of good English usage, spelling and arithmetic.
- Basic clerical functions; filing, data entry, word processing, preferably Microsoft Office.
- Understand and carry out oral and written directions.
- Prepare and compile accurate records on a timely basis.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Proper care of district equipment associated with clerical work.
- Type or perform word processing at 45 words per minute from clear copy.
- Understand and apply the principles of confidentiality and professional ethics.
- Make decisions in absence of supervisor

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	2		Lift/carry 0-10 lbs	3
Twist	2		Lift/carry 11-25 lbs	3
Squat	2		Lift/carry 26-40 lbs	3
Kneel	2		Lift/carry 41-100 lbs	1
Climb	1		Stand	3
Reach above shoulder	2		Walk	3
Grip/Grasp	4		Sit	4
Extend/Flex Neck	4		Drive	1
Use Right Hand	4		Perform Repetitive Hand Motions	4
Use Left Hand	4		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: _____

Revised: January 26, 2011