

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: June 21, 2023

Salary Schedule: 20; Row: 25

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: **SECRETARY I**

JOB PURPOSE STATEMENT: Under administrative supervision by a central office administrator, provides varied, complex and responsible departmental secretarial support; conveys information regarding school and/or district functions and procedures; ensures compliance with financial, legal and administrative requirements of assigned duties.

JOB FUNCTIONS:

- Supports assigned administrative personnel to provide assistance with their administrative functions.
- Communicates with staff, public, parents and/or students regarding activities, discrepancies and requests to provide specialized and technical information concerning established policies, procedures and guidelines.
- Types from rough drafts or verbal instructions including a variety of materials including schedules, reports, manuals, statistical data, complex documents and other materials using appropriate software.
- Monitors assigned activities and/or program components to ensure compliance with financial, legal and /or administrative requirements
- Processes documents and materials (e.g. schedules, agendas, mail, etc.)
- Organizes activities, communications and information to ensure the efficient and effective operations of the office.
- Attends a variety of meetings as needed to take minutes, convey and/or gather information or obtain training required to perform functions.
- May schedule and coordinate conferences, appointments, meetings, travel arrangements, etc.
- Performs a wide variety of complex secretarial and clerical work (e.g. word processing, data entry, typing, proofreading, filing, recording, answering telephones, etc.)
- Monitors and prepares employee records and forms (e.g. payroll and attendance).
- Compiles and maintains data using various district platforms and databases.

JOB TITLE: SECRETARY I

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JOB FUNCTIONS – continued

- Performs other job related duties as assigned

JOB QUALIFICATIONS:

Knowledge of:

- Correct English usage, spelling, grammar and punctuation, basic arithmetic, letter and report writing
- Basic objectives, goals, policies and procedures of a school district and relationship to state law and other school organizations
- Modern office practices and procedures including filing systems, telephone, and software programs
- The functions, organization and clerical operation of an administrative office
- General public relations

Ability to:

- Keyboard (type) at a rate of not less than 50 words per minute
- Understand and carry out oral and written directions
- Understand, decipher and apply rules and written directions to specific situations
- Learn and utilize new and current technologies
- Compose correspondence independently
- Use independent judgment
- Create clear and comprehensive reports and keep complex records
- Establish and maintain effective working relationships
- Provide excellent customer service
- Work under pressure, meet deadlines and establish priorities
- Maintain confidentiality of privileged information
- Communicate effectively using correct pronunciation and grammar
- Perform and coordinate difficult office, secretarial and clerical work
- Accurately generate and compare data

JOB TITLE: **SECRETARY I**

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JOB QUALIFICATIONS - continued

- Audit and tabulate, balance, reconcile and extend data

Education:

- High School Diploma or equivalent.

Experience:

- Two years of experience in secretarial and clerical work preferably in a school setting

Licenses, Certifications, Bonding, and/or Testing:

- Official dated certificate validating a typing speed of not less than 50 corrected words per minute (not valid if older than one year prior to date of application)
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

PHYSICAL ABILITIES:

- Physical ability to read handwritten or typed documents, and the display screen of various office equipment and machines.
- Able to conduct verbal conversation in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, safely lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator and computer keyboard

Negotiated: 05/12/2023