

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: SECRETARY

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of secretarial and diversified clerical duties in support of an assigned department; assist in coordinating the flow of department related communications, correspondence and information; provide secretarial support to relieve the Director and department supervisors of clerical and administrative detail.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of secretarial and diversified clerical in support of an assigned office including typing, filing, duplicating and distributing materials; assist in coordinating the flow of assigned department activities related communications, correspondence and information; assure smooth and efficient office operations.

Perform secretarial duties to relieve the Director and department supervisors of a variety of clerical and routine administrative duties; facilitate communications between the Director, Supervisors and other District personnel; schedule and arrange appointments, conferences and meetings as directed; maintain calendars.

Perform a variety of diversified clerical duties in support of an assigned office including typing, filing, duplicating and distributing materials; provide clerical and administrative support assistance to the department as directed.

Compile information and prepare and maintain a variety of records and reports related to assigned programs and activities; review and verify accuracy and completeness of various documents; establish and maintain filing systems; verify and process forms and applications as needed; maintain employee attendance records as assigned by the position.

Type letters, lists, memoranda, bulletins, reports, requisitions, flyers, forms or other materials from detailed or rough copy; compose routine correspondence; proofread completed typing assignments.

Initiate, screen and receive telephone calls; take, retrieve and relay messages as needed; receive visitors, including staff, administrators, parents and the public; provide assistance or direct to appropriate staff; respond to inquiries and provide general information to parents, staff and others concerning District policies, procedures, operations and activities.

Generate work orders; coordinate and assign work orders to appropriate personnel; assure that work requests are received by the appropriate personnel or department as needed.

Prepare and maintain a variety of records, logs and reports related to assigned activities; establish and maintain filing systems; research, compile and verify a variety of data and information; review, process and submit a variety of forms, applications and documents; duplicate, assemble, distribute, collect, verify and assure accuracy and completeness of various documents.

Compose, from oral instructions, note or rough draft a variety of materials such as forms, letters, lists, memoranda and other correspondence.

Prepare regular payroll reports and submit to the payroll department; assist with monitoring timesheets for employees.

Input and update a variety data in an assigned computer system; maintain automated files and records; initiate queries and generate a variety of spreadsheets, computerized lists, reports and documents; assure accuracy of input and output data.

Provide additional clerical support to appropriate personnel in areas related to school improvement & accountability, maintenance, operations, and printing services as requested.

Receive, sort and distribute mail; prepare and distribute informational packets and bulk mailings as directed.

Operate a variety of office equipment including a calculator, copier, fax machine, scanner, a computer and assigned software; arrange for equipment maintenance and repairs.

Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.

Monitor and maintain inventory levels of departmental supplies, equipment, and materials; initiate requisitions for procurement of materials, supplies and equipment in accordance with approved district policies and procedures; review and submit approved invoices for vendor payment; review billings.

Train clerical support staff; oversee and provide work direction to assigned office staff as needed.

Process purchase orders and invoices as assigned; monitor office or program expenditures; process invoices, requisitions and purchase orders in accordance with established guidelines; maintain auditable records.

Attend and participate in meetings and in-services.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and coordination of secretarial and clerical support functions in support of an assigned department.

Modern office practices, procedures and equipment.

Applicable laws, codes, regulations, policies and procedures including trademark and copyright laws.

Policies and objectives of assigned programs and activities.

Record-keeping and report preparation techniques.
Telephone techniques and etiquette.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Basic math.

ABILITY TO:

Perform a variety of diversified secretarial clerical and record-keeping duties in support of an assigned office or program.
Answer telephones and greet the public courteously.
Learn, interpret, apply and explain applicable laws, codes, rules and regulations.
Maintain records and prepare reports.
Type or input data at an acceptable rate of speed.
Operate a variety of office equipment including a computer and assigned software.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Complete work with many interruptions.
Meet schedules and timelines.
Receive, sort and distribute mail.
Add, subtract, multiply and divide quickly and accurately.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent

Experience: Three years of increasingly responsible clerical or secretarial experience.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Some incumbents may be required to be proficient in English and a designated second language and pass an oral and written proficiency test in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.