CHULA VISTA ELEMENTARY SCHOOL DISTRICT
84 EAST 'J' STREET, CHULA VISTA, CA 91910

CLASSIFIED JOB DESCRIPTION

SECRETARY I

JOB SUMMARY:

Under general supervision, performs a variety of clerical and typing work of average difficulty; takes and transcribes dictation; and does related work as required; handles assigned and routine administrative details not requiring the immediate attention of the supervisor, and performs related work as required.

ESSENTIAL JOB FUNCTIONS:

- Enters data on students new to the District.
- Processes new and used textbooks and new students.
- Answers/Initiates routine phone calls and e-mail.
- Orders office supplies and assessment materials.
- Files various forms and documents.
- Handles routine intake of new and Limited English Proficiency students.
- Provides routine secretarial services.
- Acts as back-up to other inter-department secretaries.
- Records statistical data.
- Composes correspondence.
- Assists in scheduling use of facilities.
- Directs work flow of instructional assistant

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of successful full-time clerical experience involving typing and transcribing dictation.

- Ability to perform clerical work of moderate difficulty and complexity; ability to spell correctly and use good English in performing a variety of clerical work; ability to type 55 words per minute, ability to establish and maintain effective relationships with other; ability to explain policies and procedures; ability to transcribe dictation from transcription equipment.

- Knowledge of modern office practices and procedures; various forms of correspondence, filing, etc., knowledge of correct English usage, spelling, and punctuation.

- High school or GED required. Preferably including or supplemented by courses in typing, office practices, and dictation transcription.

Classified Salary Schedule: *Range 25*
BOARD APPROVED: *05/20/97*
07/01/14
03/07/18
07/17/23
08/09/2023