

CLASS TITLE: STAFF SECRETARY

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide assistance with varied and responsible secretarial and clerical support services to assist the supervisor with administrative and clerical detail; organize office activities and coordinate flow of communications for the assigned supervisor.

ESSENTIAL DUTIES:

Perform a wide variety of responsible secretarial and clerical work related to the assigned function; compose independently or from oral instruction, letters requesting or providing information or dealing with routine matters.

Compile information and prepare and maintain a wide variety of complex data, records and reports according to established procedures and time lines; process a variety of forms and applications pertinent to the assignment.

Coordinate office communications; initiate and answer telephone calls; schedule appointments; explain program policies and procedures; provide information of general or limited technical nature to parents, staff and others.

Prepare and maintain financial and statistical records related to the assignment; collect and account for fees; record expenditures and maintain current balances in assigned budgets.

Type letters, reports, memoranda, records, forms and other materials from straight copy, rough drafts or verbal instructions, including materials of a confidential nature.

Monitor department budgets; initiate purchase requisitions; initiate budget transfers.

Operate a variety of office equipment including a telephone, copier, intercom, calculator, computer, scanner and fax machine.

Operate a computer and peripheral equipment to record information and generate lists, reports and other materials; utilize word processing and other software as required.

Check reports, records and other data for accuracy, completeness and compliance with established standards.

Schedule meetings and training activities; compile and duplicate materials as needed; receive, sort and distribute mail.

Order and maintain various forms, supplies and equipment as necessary; maintain a variety of complex files; assure confidentiality of information and records.

Prepare payroll for assigned departments; compute and verify hours including compensatory time, vacation time, sick time and time not worked; assure accuracy of payroll documents; obtain proper signatures and distribute pay checks.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

Record-keeping techniques, filing systems and information management.

Financial and statistical record-keeping techniques.

Policies and objectives of assigned program or function.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Verbal and written communication skills.

Operation of office machines including a computer and specified software.

Basic budgeting practices regarding monitoring and control.

ABILITY TO:

Perform varied and complex secretarial and clerical support duties.

Work independently with little direction.

Assure efficient and timely completion of office and program projects and activities.

Operate a variety of office machines including calculator, transcription equipment, copier, computer and printer.

Utilize word processing and other computer software.

Compose materials independently or from verbal instructions.

Establish and maintain a variety of filing systems.

Establish and maintain effective working relationships with others.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Understand and follow verbal and written directions.

Add, subtract, multiply and divide quickly and accurately.

Meet schedules and time lines.

Work confidentially with discretion.

Maintain records and prepare reports.

Communicate effectively both verbally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of increasingly responsible clerical and secretarial experience.

WORKING CONDITIONS:

Revised 11/15

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information in person and on the telephone.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to file materials.

Ability to lift up to 25 pounds

TERMS OF

EMPLOYMENT: Salary and terms of employment are described in the Agreement between Sunnyvale School District and California School Employees Association.

EVALUATION: Performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and California School Employees Association.