

## RIVERSIDE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: MIDDLE SCHOOL/AACES PRINCIPAL'S SECRETARY (RANGE 24)

#### BASIC FUNCTION

Under the direction of a Middle School Principal or AACES Principal, coordinate perform a wide variety of complex secretarial, clerical, and accounting-related duties to assist the principal with office management and administrative tasks; perform public relations and communication services for the Principal.

#### REPRESENTATIVE DUTIES

Coordinate office activities and communications with school activities, events and time lines; maintain the principal's and school master activity calendar; schedule appointments and arrange meetings and conferences; screen visitors and phone calls, make travel arrangements; receive mail, prioritize and distribute mail. *E*

Coordinate the principal's office acting as receptionist, contact person, and reference source for staff, students, parents, and the public; perform public relations and communication services for the principal. *E*

Organize and maintain student body budgets and financial materials and assure accurate fiscal records and inventory control; prepare, process and record expenditures, transfers, deposits, receipts, and financial reports; reconcile student body bank statements. *E*

Maintain school site, district-funded, general budget and inventory records; prepare requisitions and transfers of appropriations/expenditures for the purchase of supplies and equipment according to established procedures; prepare district receipts; work with department chairpersons and activity advisors regarding financial procedures and record-keeping; assist with student fines. *E*

Perform secretarial duties for the principal; compose correspondence and bulletins independently; assist with routine and emergency administrative matters as appropriate; record and transcribe minutes and/or notes of meetings. *E*

Communicate with staff, students, parents, and the public to explain policies, procedures, and regulations related to school functions, and programs; make decisions related to procedural matters according to established guidelines. *E*

Type from drafts or verbal instructions a variety of materials such as master schedules, letters, memorandums, requisitions, forms, extensions of suspension, bulletins, reports, evaluations, flyers, parent newsletters, and other documents. *E*

Coordinate substitutes to cover absences; assist in orienting substitute personnel to the school facility and particular assignment; assist substitute teachers and classified personnel by providing them with keys and materials; secure emergency period substitutes, and prepare substitute time cards. *E*

Process and record the certificated and classified attendance for payroll, including the completion and submission of monthly attendance report, leave forms, and time cards to the district office; maintain a variety of accurate complex personnel records, time cards, evaluations, files and records, including confidential matters; issue and collect keys and maintain related records; assist injured staff with workers compensation procedures. *E*

Operate a variety of office machines and equipment such as typewriter, facsimile, copiers, calculator, computers, intercom system, walkie talkies, school bells, and fire alarm system; arrange for required repairs and/or maintenance of office machines and school equipment. *E*

Coordinate with appropriate personnel regarding repairs of site grounds and facilities.

Provide lead direction to clerical staff; assign, train, and review duties of assigned clerical staff to assure efficient completion of work assignments; participate in clerical interviews as requested.

Perform a wide variety of problem-solving tasks in support of certificated, classified, and management personnel.

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES**

### *KNOWLEDGE OF:*

School office terminology, practices, and procedures.

Modern office practices, procedures, and equipment.

Financial and statistical record-keeping techniques.

Receptionist and telephone techniques and etiquette.

Letter and report writing skills.

Health and safety regulations.

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

Oral and written communication skills.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience, and courtesy.

District organization, operations, policies, and objectives.

Certificated and classified contracts.

### *ABILITY TO:*

Perform and coordinate office, secretarial, clerical, and accounting-related work to assist the principal with a variety of administrative tasks.

Learn, interpret, apply and explain school and district policies, rules and objectives.

Understand and perform duties within scope of authority.  
Understand and interpret rules and written direction and apply to specific situations.  
Compose correspondence independently.  
Perform duties effectively with many demands on time and constant interruptions.  
Type at 45 words net per minute from clear copy.  
Establish and maintain effective working relationships with others.  
Operate a variety of office machines including computer equipment.  
Meet schedules and time lines.  
Plan and organize work.  
Train and provide work direction to others.  
Maintain records and prepare reports.  
Problem-solve quickly and efficiently.  
Work confidentially with discretion.  
Perform mathematic calculations quickly and accurately.  
Communicate effectively both orally and in writing.  
Understand and follow oral and written directions.  
Work independently with little direction.

## **EDUCATION AND EXPERIENCE**

Any combination equivalent to graduation from high school supplemented by college-level course work in secretarial science, office management, or a related field and three years of increasingly responsible secretarial experience.

## **WORKING CONDITIONS**

### *ENVIRONMENT:*

Office environment.  
Constant interruptions.  
Excessive intermittent noise.  
Driving a vehicle to conduct work.

### *PHYSICAL ABILITIES:*

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.  
Sitting for extended periods of time.  
Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.  
Hearing and speaking to exchange information in person or on the telephone.  
Seeing to read and type various materials.  
Lifting and carrying boxes of supplies, materials, and equipment.

### *HAZARDS:*

Contact with dissatisfied or abusive individuals.