



Excellence for all.

Job Title: Staff Secretary

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

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.

Distinguishing Characteristics:

The clerical family of job descriptions clarify how each job within this classification fits within the organization and to assist in identifying key differences between classifications which may appear otherwise similar. Positions are distinguished by duties and by the level of administrator the employee supports. Staff Secretary and Senior Staff Secretary are distinguished by the supervisor they support. A Senior Staff Secretary supports a Director.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- 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 on dealing with routine matters.
- Compile information and prepare and maintain a wide variety of complex data, records and reports according to established procedures and timelines; process a variety of forms and applications pertinent to the assignment.
- Process textbooks
- Enroll district PreK students.
- 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, memorandums, records, forms and other materials from straight copy, rough drafts, or oral instructions, including materials of a confidential nature.
- Monitor department budgets; generate purchase requisitions; initiate budget transfers.
- Operate modern office equipment, 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: compile and duplicate materials as needed; receive, sort, and distribute mail.
- Order and maintain various forms, supplies and equipment as necessary; **process textbooks**, maintain a variety of complex files; assure confidentiality of information and records.

Other Duties:

- Perform related duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

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.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communications skills.
- Operation of office machines including a computer and applicable software.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff, and the public both orally and in writing.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Perform varied and complex secretarial and clerical support duties.
- Work independently with little direction.
- Operate a variety of office equipment.
- Utilize word processing and other computer software.
- Compose materials independently or from oral instructions.
- Maintain a variety of filing systems.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Add, subtract, multiply, and divide quickly and accurately.
- Meet schedules and timelines.
- Work confidentially with discretion.
- Maintain records and prepare reports.

Education/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: High school diploma required and two years of increasingly responsible clerical experience involving the use of automated office equipment. Successful completion of the Merit examination process is required.

Working Conditions:

Environment: Office environment. Constant interruptions.

Physical Demands: Dexterity of hands and fingers to operate a computer keyboard and other office equipment. 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. Lifting heavy objects.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 120

Revised: Standard Education/Exp language 9/27/17

Personnel Commission Classification/Compensation Study Approved: July 12, 2023