



Excellence for all.

Job Title: Senior 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 Director and/or assigned designee, provide assistance with varied and complex secretarial and clerical support services to assist with administration and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications for the assigned supervisor; train and provide work direction to clerical and secretarial personnel as assigned; maintain confidentiality of privileged and sensitive information; exercise independent judgment.

Distinguishing Characteristics:

The Senior Staff Secretary position reports to an assigned Director. 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.

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 complex and responsible secretarial and clerical duties to assist the director or supervisor with administrative and clerical detail; organize office activities and coordinate flow of communications and provide support in order to relieve administrator of routine details; assure office runs smoothly.
- Research and compile a variety of information; compute statistical information for various federal, State and District reports; process and evaluate a variety of forms related to assigned area.
- Maintain budgets and assure that accounts are accurate, and expenditures are within federal or State requirements.
- Receive visitors, including administrators, staff, parents, and the public and provide information or direct to appropriate personnel; provide detailed and technical information concerning policies and procedures where judgment, knowledge and interpretation of procedures and regulations are required.
- Assure timely communications between assigned office and District employees; make phone calls to receive and transmit information; resolve problems as appropriate; refer difficult situations to supervisor.
- Compose, independently or from note or rough draft, a variety of materials including inter-office communications, applications, requisitions, forms, letters, special projects, legal documents, and other materials; establish and maintain project and confidential files.
- Answer telephones, screen calls, provide information concerning policies and procedures.
- Prepare agenda items and back-up materials for Board meetings; prepare charts and statistical information as needed.
- Maintain department budgets; initiate purchase requisitions; initiate budget transfers.

- Schedule and attend a variety of meetings; prepare and send out notices of meetings; maintain appointment calendar; collect and compile information for meetings, projects, and workshops.
- Maintain a variety of complex personnel records, lists, files, and records including confidential materials; administer payroll for department including completion and submission of time sheets as directed; assure confidentiality of information and records.
- Provide secretarial and clerical assistance to other staff as necessary; order and maintain supplies and materials; prepare purchase requisitions.
- Receive, open, sort, screen and distribute incoming mail; compose correspondence independently or from oral direction for supervisor's review.
- Operate a variety of office equipment.
- Operate a computer and peripheral equipment to record information and generate lists, reports, and other materials; utilize word processing and other software as required.
- Train and provide work direction to clerical and secretarial personnel as assigned.
- Acts as District liaison to outside vendors.

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:

- District standards of excellent customer service, interpersonal skills using tact, patience, and courtesy.
- District organization, operations, policies, and objectives.
- Applicable sections of State Education Code and other applicable laws.
- Department organization, rules, and programs.
- Modern office practices, procedures, and equipment.
- Telephone techniques and etiquette.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Operation of office machines including a computer and applicable software.
- Technical aspects of field of specialty.
- Methods of collecting and organizing data and information.
- Business letter and report writing techniques.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively, both orally and in writing, with students, staff, and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Perform complex and responsible secretarial support duties requiring initiative and good judgment.
- Work independently with little direction.
- Analyze situations accurately and adopt an effective course of action.
- Compose independently or from oral instructions letters, memos, bulletins, or other material.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Operate various office equipment such as typewriter, computer, printer, copier, and calculator.
- Make arrangements for meetings, workshops, and conferences.
- Maintain a variety of filing systems.

- Maintain records and prepare reports.
- Meet schedules and timelines.
- Plan and organize work.
- Train and provide work direction to others.
- Attend meetings, conferences, and workshops.
- Complete work with many interruptions.
- Work confidentially with discretion.

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 three years of increasingly responsible clerical experience. 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.

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: 124

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

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