Position: School Secretary III	Position Number:
Department: Primary or Secondary School Levels	FLSA: Non-exempt
Reports to: Principal or Designee	Salary Grade: 11

OVERALL OBJECTIVE AND SUMMARY

Under the direction of assigned supervisor, perform a variety of complex and responsible clerical/secretarial record keeping and reporting, as well as other support duties following established policies, procedures, and mandated regulations. Assignments are usually at a secondary school, an equivalently large elementary school site, or an equivalently large specialized department or educational program. Incumbents assigned to the School Secretary III positions should be fully qualified in attendance, registration, student services (e.g., counseling support, activities), and business record keeping but may be assigned to either business or student services depending on the size of the site. In a smaller site, the School Secretary III often serves as the senior generalist, performing the full range of general clerical, secretarial and office support duties. The position requires knowledge of the terminology, practices and procedures of a school site and sufficient knowledge of financial record keeping to monitor and analyze performance against budgets, perform advanced secretarial services, and assign work to others. Incumbents may advance along the Administrative Secretarial career path, with a combination of experience, skill with specialized office practices, interdepartmental dealings, and continuing education in secretarial science or business.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform a wide variety of secretarial and clerical work related to the functions and activities of an assigned school administrative office.
- Provides information and assistance to school personnel or the public in a variety of matters requiring a detailed knowledge of rules, procedures, policies, precedents and activities.
- Establishes and maintains filing systems.
- Maintains various databases relevant to area of assignment.
- May register and enroll students and maintain student demographic information.
- Assists parents with the completion of registration materials. Provides brief orientation to new parents and students.
- May schedule appointments for student conferences.
- May make and receive phone calls and notes regarding student absences.
- Prepares and types letters, memoranda, forms, reports, bulletins, handbooks, questionnaires, requisitions and documents with minimum direction.
- Processes forms, applications, documents, records, and other paperwork in support of site functions and programs.

- Reviews a variety of forms and materials for completeness and accuracy related to established regulations and documents with minimum direction. Compiles data and special reports.

- Greets and assists visitors to the office including parents, students, faculty, staff, administrators and others; provides information and directions as appropriate.

- Responds to requests for information of a specialized or confidential nature with discretion and judgment in explaining regulations and procedures.

- May order, store and issue office supplies.

- May post attendance, cumulative grades, inventory, cash receipt and other specialized records.

- Processes and maintains assigned operational and school office records including, but not limited to, attendance, enrollment, health, lunch count, student cumulative information, and registration.

- May assist with the distribution, packaging, and filing of tests as assigned.

- May load test scores into database.

- May receive, sort and distribute incoming mail.

- Maintains a variety of computerized data collection systems and other records/filing systems.

- Operates a variety of office machines and equipment such as, but not limited to, typewriter, word processor, printer, calculator, and copy machines.

- Attends meetings as assigned. Records, transcribes, and distributes minutes of proceedings as directed.

- Manages office routines and serves as receptionist to students, teachers and the general public.

- Initiates directions to others regarding posting of attendance and grades, and business affairs such as inventory, cash receipt and other specialized records.

- May transcribe from recording equipment as assigned.

- Trains and provides work direction to other clerical staff and student assistants as assigned.

- Performs routine duties that include, but are not limited to, preparation of payroll documents and time sheets for staff .

- May maintain and monitor program or department budgets, including data entry and reconciliation procedures.

- Ensures the timely distribution and receipt of a variety of records and reports. Requests or provides information as necessary to assure completeness and accuracy.

- Reviews and prepares documents for entry of information into a computer-aided database. Follows up as necessary to complete documents. Enters and updates information into system according to standard formats.

- May enter attendance and related student data onto a data entry screen for a student database. Edits and revises data, generates information and reports as requested according to established time lines.

- Processes business transactions of moderate complexity such as purchases, work orders including labor and inventory adjustments, and independent contracts.

- Prepares and maintains a variety of files, records, and reports regarding student attendance, tardiness, truancy, suspension and discipline.

- Compiles statistical data, post routine financial transactions or other data and maintain various department, fiscal or other accounts or records.

- Prepares and maintains students' permanent record cards. Enters information according to established procedures. Receives new data and/or revisions, enters data, routes updated information to appropriate staff or departments. Generates periodic reports.

- Requests transcript of grades from other schools for new students transferring into school. Verifies and responds to inquiries from other schools or authorized agencies regarding student grades, attendance and other information contained in student files. Responds to requests for student records from colleges and other institutions.

- Composes routine correspondence independently as appropriate.

- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- Modern office practices, procedures and equipment.
- Terminology, policies, practices and procedures of the area to which assigned.
- Departmental procedures and standing instructions related to work performed.
- Record keeping, staff administration and confidentiality.
- Proper English usage, grammar, spelling, punctuation and basic arithmetic skills
- Requires technical knowledge of bookkeeping sufficient to process accounting transactions.
- Telephone techniques and etiquette.
- Oral and written communication skills.
- Operation of a computer and assigned office equipment.
- District organization, operations, policies, and objectives.

Ability to:

- Perform the duties of the position efficiently and effectively.
- Coordinate and perform office and secretarial work with speed and accuracy.

- Learn, interpret, explain and apply knowledge of rules, regulations, programs and policies of assigned office.
- Plan, organize and prioritize work in order to meet schedules and timelines.
- Analyze situations and accurately and adopt an effective course of action.
- Communicate with students, staff, parents and the public using tact, diplomacy and courtesy, and in a manner that reflects positively on the department and District.
- Type at a minimum rate of 45 words per minute from clear, legible copy and pass a qualifying clerical test.
- Effectively communicate both orally and in writing.
- Operate a variety of standard office machines and equipment.
- Use a variety of computer software programs including, but not limited to, word processing and spreadsheets.

PHYSICAL ABILITIES

This position requires:

- Sufficient hand/eye coordination and manual dexterity to keyboard at an appropriate rate.
- Sufficient visual acuity to recognize words letters and numbers.
- Sufficient speaking and auditory ability to carry on conversations in person and over the phone.
- Normal physical strength and endurance for standing, sitting, bending, or walking.

EDUCATION AND EXPERIENCE

Equivalent to graduation from high school plus additional vocational or college courses in business or a related field and four years of general clerical experience requiring frequent public contact. Experience at the School Secretary I and II level preferred.

LICENSES AND CERTIFICATES

First Aid/CPR certificate
Typing certificate for 45 w.p.m.

Adopted: June 2001
Revised: October 8, 2003
Typing speed revised: March 1, 2006
Range Updated: July 1, 2025 per CBA