

GATEWAY UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION: SECRETARY II (ASB) RANGE H

DEFINITION OF POSITION

Under the supervision of the site administrator, the Secretary II – Associated Student Body (ASB) performs a variety of clerical, financial, and administrative duties in support of ASB operations and the school site. In addition to providing general clerical support, this position is responsible for maintaining financial records, processing transactions, and ensuring compliance with district policies and regulations regarding student body funds. The Secretary II (ASB) serves as a key liaison between students, staff, administrators, and external vendors in coordinating ASB-related activities.

ESSENTIAL FUNCTIONS

- Performs receptionist duties; provides information to parents and the general public regarding school matters, takes and refers messages for the staff.
- Performs clerical duties; independently answers routine correspondence, maintains administrator or supervisor's calendar, handles mail and maintains accurate files and records.
- Compiles required school related reports and maintains accurate student body records and accounts.
- Operates standard office machines, including computer operating systems and programs.
- Prepares input data for a computerized record management, storage and retrieval system.
- Records accident and injury information from students and staff: records all health data in a timely manner.
- Administers/Dispenses medications prescribed for students in accordance with Education Code Requirements.
- Administers first aid to students and contacts parents and emergency assistance agencies in case of a serious illness or injury.
- Assists in communicable disease control.
- Prepares and maintains accurate financial records for ASB accounts, including receipts, expenditures, deposits, and reconciliations.
- Processes purchase orders, invoices, and payments related to ASB activities in compliance with district policies.
- Collects, counts, and deposits funds from ASB events, fundraising activities, and student store sales.
- Assists in budget development and expenditure tracking for student organizations and ASB-funded programs.
- Coordinates the approval process for ASB activities, fundraisers, and expenditures in alignment with district guidelines.
- Oversees preparation and distribution of meeting agendas, minutes, and related materials for ASB meetings.
- Supports ASB student officers and advisors in planning and executing school events, fundraisers, and activities.
- Communicates with vendors, process orders for ASB-related purchases, and track deliveries.
- Oversees maintenance of inventories of ASB supplies, student store merchandise, and event-related materials.
- Ensures compliance with district, state, and federal regulations regarding student body funds and reporting requirements for all clubs and student body activities.
- Assists with organizing ASB-related events such as dances, assemblies, and spirit activities.

- Perform other duties as assigned.

REQUIREMENTS

- Pass the General Clerical Exam administered by the district at the 70th percentile or above.
- Type 60 net words per minute on a 5-minute timed writing. (Outside certificate is acceptable)

Knowledge of:

- Principles and practices of financial record-keeping and bookkeeping.
- School district policies and procedures related to ASB operations.
- Microsoft Office Suite, Google Workspace and financial management software.
- Proper cash-handling procedures and auditing principles.
- Office practices, procedures, and equipment.
- Effective customer service techniques when working with students, staff, and the public.

Ability to:

- Maintain accurate and detailed financial records.
- Process financial transactions in compliance with district regulations.
- Communicate effectively with students, staff, administrators, and external vendors.
- Organize and prioritize multiple tasks and deadlines.
- Exercise discretion and confidentiality in handling sensitive information.
- Work independently while also functioning as part of a team.
- Interpret and apply district policies and procedures related to ASB financial management.
- Provide guidance and support to ASB student leaders and advisors

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXPERIENCE AND EDUCATION:

Any combination of experience and training that provides the required knowledge and skills will be considered. A typical way to obtain the required knowledge and skills are:

Experience:

- Two years of responsible secretarial experience; preferably in an educational organization.

Education:

- Equivalent to completion of twelfth grade, supplemented by coursework in secretarial/clerical areas High school diploma or equivalent required.