

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Secretary – High School

Classification: Classified

Reports to: Site Administrator

FLSA: Non-Exempt

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

Experience:

One year of experience performing stenographic or general clerical functions and one year of clerical duties performed for an administrator.

Education:

High school diploma or equivalent, including or supplemented by coursework in shorthand, typing and business office procedures.

SUMMARY

Under the supervision of a designated administrator performs varied secretarial and clerical work of average difficulty, which includes transcribing shorthand notes, requiring contact with the public and staff members and often dealing with materials of a confidential nature.

SPECIFIC RESPONSIBILITIES

1. Takes and transcribes dictation from a variety of forms and materials and types a variety of written material from verbal or written instruction.
2. Establishes and maintains a variety of files and records which may contain confidential material.
3. Acts as a receptionist, initiates and receives a variety of telephone calls and provides information often making contact with schools, offices, teachers, students and public.
4. Compiles information and prepares reports as required.
5. Reviews records, reports and data for accuracy, completeness and compliance with predetermined and standardized procedures.
6. Assumes responsibility for all office functions related to clerical duties.
7. Operates various office machines and equipment.
8. Assists in the supervision of student workers and monitors.
9. May coordinate enrollment and/or attendance records involving various reports and files.
10. May assist in the development of student program schedules and in the preparation and maintenance of the master schedule.
11. Prepares and processes input data for computerized record management storage and retrieval system and utilizes the output reports in the office operational functions.
12. May administer first aid to students when necessary and determine when to seek appropriate emergency assistance.
13. Assists in maintaining appropriate student behavior in an office setting.
14. Performs a variety of functions and tasks related to the enrollment of students and in preparing materials and records for students who are leaving the school system.
15. Performs other related duties as assigned.

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Approved: August 10, 1982

SPECIFIC QUALIFICATIONS

Should possess personal qualifications generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

- Modern office methods, procedures and techniques;
- appropriate English usage, spelling, grammar, punctuation and arithmetical concepts;
- standard office machines and equipment;
- record storage, retrieval and management system;
- follow district policies, regulations and procedures.

Ability:

- Learn and apply policies, regulations and operational procedures
- perform clerical functions of average difficulty with speed and accuracy
- make arithmetical calculations with speed and accuracy
- type at a net corrected speed of 50 words per minute
- take and transcribe dictation accurately at 90 net words per minute
- establish and maintain specialized subject matter filing system
- understand and carry out oral and written directions
- establish and maintain cooperative working relationships
- follow policies, regulations and procedures

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Approved: August 10, 1982