

SECRETARY

JOB SUMMARY

Under general supervision, performs a wide variety of moderate level secretarial and clerical work in organizing office activities.

DISTINGUISHING CHARACTERISTICS

This is the entry-level classification in the secretarial series. Positions in this class are located in settings other than schools. This class differs from the higher level secretarial classes in that the duties and responsibilities are more concerned with serving the secretarial needs of a department function, program or service, such as serving as secretary to school psychologists or program specialists, as opposed to being the primary secretarial support for a department or division administrators. It differs from the lower level Clerical II positions in that the work is of a more complex and independent nature.

EXAMPLES OF DUTIES

Performs a wide variety of clerical and secretarial work related to the special operational area to which assigned; receives visitors, takes calls and gives out information where judgment, knowledge and interpretation of procedures and regulations are necessary, composes correspondence from brief verbal instructions or notes; organizes office work, schedules and follows through on all activities; assists in coordinating the flow of program communications; may coordinate the work of other employees; posts information on records based on a good knowledge of the use and purpose of the records; prepares periodic reports which involve searching out materials from various sources and working out details of presentation; schedules meetings and conferences; keeps financial and statistical records and makes reports; sets up, revises and supervises the maintenance of filing systems; operates a computer to input or retrieve data; may utilize a variety of computer software to perform critical functions such as word processing, statistical spread sheets and database management; performs other related duties as needed.

EMPLOYMENT STANDARDS

Education: Any combination equivalent to graduation from high school supplemented by course work in clerical and secretarial practices.

Experience: Three years of increasingly responsible clerical experience. Computer experience is required including use of word processors, spreadsheets and database management programs.

Knowledge of: Office practice and procedures including, filing systems and telephone technique; principles of business letter and report writing including correct English usage, grammar, spelling and punctuation; collection and organization of data and information; fiscal recordkeeping practices and procedures; oral and written communication skills, interpersonal skills using tact, patience and courtesy.

Ability to: Pass a typing skills test at 50 wpm; work independently with some supervision; establish and maintain effective working relationships with administrative and instructional and the public; operate standard office machines including computer and typewriters; learn and effectively utilize computer software such as word processing, spreadsheets and database management; work cooperatively with others; compose correspondence independently; learn, understand and interpret written directions, rules, regulations, laws and policies and apply them to specific situations; keep numerical records and compile reports; may coordinate the work of other employees; maintain confidentiality; comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

PHYSICAL STANDARDS

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this clerical category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.

Work Environment: While performing the duties of this position employees are subject to constant interruption and are in direct contact with the public, students and employees. Negative interactions resulting from these contacts can result in stressful situations. These positions may be high volume positions and may work without direct and/or constant supervision. While the noise level in an office environment is usually quiet, a school site office may be somewhat louder.

Physical Demands: The physical demands of these positions include the ability to sit for extended periods of time. These positions require some walking and standing as well as bending and reaching at, below and above shoulder level. Lifting, pushing or pulling of objects generally not exceeding twenty pounds may also be required. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary, as is hearing and speaking ability sufficient to provide information via phone, intercom and personal contact. Specific vision abilities including close vision, depth perception and the ability to focus are required. The ability to learn and administer first aid and CPR is required at the school site.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

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Adopted By The Personnel Commission: 02/01/81

Revised By The Personnel Commission: 6/03/85, 10/05/87, 10/03/88, 6/13/02, 3/04/04