

MERCED CITY SCHOOL DISTRICT

4.17

3.2

CLASS TITLE: DEPARTMENT SECRETARY

BASIC FUNCTION:

Under the direction of respective supervisor, provide assistance with secretarial and clerical support services,-organize office activities and coordinate flow of communications for the assigned department; train and provide work direction to clerical personnel as assigned.

REPRESENTATIVE DUTIES:

Perform a variety of secretarial and clerical duties to assist with administrative and clerical detail; organize office activities and coordinate flow of communications for assigned supervisor. *E*

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. *E*

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. *E*

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. *E*

Type 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. *E*

Take and transcribe dictation from direct dictation or from an automated transcribing system, correspondence, reports, bulletins, minutes and memoranda, including materials of a confidential nature as required by the position. *E*

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; prepare Board agenda items and related materials. *E*

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.*E*

MERCED CITY SCHOOL DISTRICT

4.17
3.2

Provide secretarial and clerical assistance to other staff as necessary; order and maintain supplies and materials; prepare purchase requisitions. *E*

Receive, open, sort, screen and distribute incoming mail; compose correspondence independently or from oral direction for supervisor's review. *E*

Operate a variety of office equipment. *E*

Train and provide work direction to clerical and secretarial personnel as assigned.

Perform related duties as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations which pertain to the particular assignment.

Exercises no supervision.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

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.

Interpersonal skills using tact, patience and courtesy.

Operation of office machines including computer equipment.

Technical aspects of field of specialty.

Methods of collecting and organizing data and information.

Business letter and report writing techniques.

ABILITY TO:

Perform secretarial support duties requiring initiative and good judgment.

Work independently with little direction.

Type at 50 words net per minute from clear copy.

Take direct dictation at a minimum of 80 words per minute with accuracy, or transcribe data from an automated transcribing system with speed and accuracy.

Independently compose acceptable correspondence and reports based upon a minimum of specific facts provided by the supervisor.

MERCED CITY SCHOOL DISTRICT

4.17
3.2

Analyze situations accurately and adopt an effective course of action.
Compose independently or from oral instructions letters, memos, bulletins or other material.
Establish and maintain cooperative and effective working relationships with others.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Operate various office equipment such as typewriter, computer terminal and 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 time lines.
Plan and organize work.
Train and provide work direction to others.
Communicate effectively both orally and in writing.
Attend meetings, conferences and workshops.
Complete work with many interruptions.
Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of increasingly responsible clerical experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer terminal and office equipment; speaking to exchange information; seeing to assure accurate and complete correspondence; reaching to retrieve and maintain files; sitting for extended periods of time.

Legal Reference: California Education Code, sections 45103, 45109

Policy Adopted: July 7, 1975

Policy Revised: July 2, 1982

Policy Revised: June 3, 1992

Policy Revised: April 4, 1995

Policy Revised: January 20, 1998

Policy Revised: October 6, 1998

Policy Revised: June 22, 2010