4.17
1.34

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: DEPARTMENT SECRETARY – CONFIDENTIAL

PRIMARY FUNCTIONS:

Under the direction of respective supervisor, assist 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. The holder of this position is designated a "confidential employee" because of related duties involving employer/employee relations.

REPRESENTATIVE DUTIES:

Support, attend and record information at District negotiations sessions; maintain confidential records and files pertaining to employer/employee relations.

Adhere to strict confidentiality in all matters related to position and 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.

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 areas.

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.

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.

Type a variety of materials, including inter-office communications, applications, requisitions, forms, letters, special projects, legal documents, and other materials; establish and maintain projects and confidential files.

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

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.

Maintain a variety of complex personnel records, lists, files, and records, including confidential materials; administer payroll for the department, including completion and submission of timesheets as directed; assure confidentiality of information and records.

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

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

Operate a variety of office equipment.

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.
- Analyze situations accurately and adopt an effective course of action.
- Compose letters, memos, bulletins or other material independently or from oral instructions.
- 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 timelines.
- 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 ensure accurate and complete correspondence; reaching to retrieve and maintain files; sitting for extended periods.

This position complies with the rules and regulations of the Americans with Disability Act (ADA).

Legal Reference: California Education Code, Section 359291
Policy Adopted: January 17, 2023