

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved:
Salary Schedule: 262; Row 6

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: **CONFIDENTIAL SECRETARY**

JOB PURPOSE STATEMENT: Under general supervision and direction of assigned administrator, performs specialized secretarial and clerical tasks of above average responsibility in support of administrative functions. This position supports the department by performing a wide variety of tasks within a framework of established procedures, policies, and laws using independent judgment. This position is distinguished from other clerical/secretarial positions in that the daily responsibilities involve Collective Bargaining and Labor Relations and meet the California Education Code definition of a confidential employee.

JOB FUNCTIONS:

- Researches and summarizes information with supporting data in preparation for meetings, projects and reports; reviews of divisional/institutional policies and procedures; and organizes, edits and prepares materials in draft form
- Remains discreet when accessing and dealing with private and confidential information
- Resolves routine and repetitive problems/complaints without assistance
- Provides information in person or by telephone where good judgement, knowledge and interpretation of policies and procedures are necessary
- Evaluates communication priorities, keeps administrator informed, and relays information accurately
- Assembles and prepares confidential material for agendas and meetings
- Researches, prepares and communicates information concerning negotiations, grievances, and litigations involving employer/employee relations
- May type and maintain negotiation minutes for negotiations

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JOB FUNCTIONS (Con't):

- Attends required staff meetings and may serve on committees as assigned
- Serves as a liaison between administrator and other district departments and staff
- Assists with coordination of recruitment events and make travel arrangements for department staff
- Compiles information for and create Governing Board Agenda items and documents
- May assist with maintaining department budget
- Assists in coordinating activities, including the organization and planning of work accomplishment timelines
- Participates in professional learning, workshops and/or seminars as assigned
- Establishes and maintain complex, interrelated filing systems and records
- Operates a variety of standard office equipment, as well a computer applications including Microsoft Office and Google Drive environment
- Uses English in both written and verbal form; correct spelling, grammar, and punctuation
- Ability to stay organized and work with tight deadlines and under extreme pressure
- Ability to work independently with speed and accuracy
- Ability to understand and carry out complex oral and written directions
- Ability to read, interpret, apply and explain rules, regulations, policies and procedures in a professional manner
- Ability to establish effective working relationships with a variety of people; to include internal and external customers
- Performs other related duties as assigned or needed

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PHYSICAL ABILITIES:

- Physical ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, computer keyboard, typewriter at the required speed and accuracy

JOB QUALIFICATIONS:

Education:

- Graduation from high school or equivalent, some college preferred.

Experience:

- Three (3) years of increasingly responsible secretarial work. Experience in an educational setting is desirable.

Licenses, Certifications, Bonding, and/or Testing:

- Official dated certificate validating a typing speed of not less than 50 corrected words per minute (not valid if older than one year prior to date of application)
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS

- Confidential Position