

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: SECRETARY

Classification:	Classified	Work Year:	251 Days
Department:	District Office	Board Approval:	01/08/1998
Reports To:	Director or Designated Coordinator	Work Year Revision:	02/19/2009
Salary Range:	Classified Salary Schedule, Range 18	Format Revision:	10/30/2009

BASIC FUNCTION:

Perform responsible and complex secretarial services to assist with administrative and clerical detail; organize assigned activities and coordinate flow of communications; provide work direction to clerical personnel as assigned.

REPRESENTATIVE DUTIES:

- Acts as secretary to Coordinator(s) or Director(s) performing a wide variety of complex and responsible clerical and secretarial support duties as well as relieving the administrator(s) of routine administrative functions not requiring his/her immediate attention.
- Takes and/or transcribes dictation of letters, memoranda, and other documents.
- Maintains routine and confidential files.
- Assists with Coordinator(s') or Director(s') appointment schedule; sets up and arranges meetings and conferences.
- Acts as resource person to staff and general public regarding general and specific information on policies, procedures, and activities of department.
- Collects necessary information and maintains a variety of logs and records.
- Confers with and assists various community agencies; obtains, verifies, and provides information; delivers messages; performs clerical functions as required.
- Orders materials, supplies, and equipment; maintains records of purchase orders, invoices, expenses; inventories and logs items upon arrival.
- Attends various meetings; taking notes and preparing minutes.
- Coordinates and instructs other office employees in their work; oversees work of student assistants.
- Processes, reviews, and verifies various forms, reports, records, and other material for accuracy, completeness, and conformity with established standards; may design some forms.
- Composes and types correspondence, memos, and/or reports from marginal notes, independently or from oral and written directions.
- Distributes materials and information to staff and general public and ensures timely responses.
- Researches and compiles information and computes statistical data for federal, State and district reports and special projects as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Clerical operations and functions;
- Proper office methods and practices including filing systems, receptionist and telephone techniques, and letter and report writing;
- Use of proper english, spelling, grammar, and punctuation.

ABILITY TO:

- Demonstrate proficiency in reading, writing, and mathematical skills sufficient to obtain a passing score on a standardized proficiency test;
- Analyze situations and take appropriate action in a variety of procedural matters without immediate or direct supervision;
- Perform arithmetical calculations with speed and accuracy;
- Learn and effectively use computer software programs and related word processing;
- Understand and apply successfully a variety of complex directions to specific situations;
- Proofread accurately;

- Type accurately at a rate required for successful job performance;
- Take and transcribe dictation with speed and accuracy using shorthand and/or transcription equipment as designated by administrator;
- Communicate effectively and tactfully in both oral and written forms;
- Establish and maintain a variety of record keeping, reference, and data collection systems;
- Operate a variety of office equipment such as calculator, transcriber, copy machine, and computer with speed and accuracy;
- Prioritize, coordinate, and monitor the work of others in a positive, productive, and timely manner;
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment; subject to constant interruptions

PHYSICAL ABILITIES:

- Dexterity of hands and fingers to operate office equipment.
- Seeing to read and assure accuracy of financial records and documents.
- Hearing and speaking to exchange information.