JOB DESCRIPTION

JOB TITLE: Secretary I

Job Family: Clerical/Secretarial Services

Range: 29

Job Purpose Statement/s: The job of " Secretary I" is done for the purpose/s of performing a variety of typing, records maintenance and general secretarial work of above average difficulty; receiving general and direct supervision from a District office or school supervisor.

Essential Job Functions:

* **Performs** a wide variety of clerical and secretarial work, including typing, proofreading, filing, checking and recording information.
* **Serves** as receptionist and gives information or directs visitors and parents to appropriate office.
* **Answers** inquiries concerning standardized policies, procedures and regulations.
* **Communicates** with a wide variety of staff and community members.
* **Independently**, or in accordance with general instructions, composes correspondence on a wide range of subjects, requiring a knowledge of procedures and policies of the assigned areas.
* **Types** a variety of materials from brief verbal or written instruction.
* **May** take and transcribe dictation for letters, memos and reports or use dictation equipment.
* **Makes** appointments for administrators, screens callers and correspondence.
* **Operates** a variety of office equipment, including computer, calculator, two-way radio and copier.
* **Maintains** records in a confidential manner.
* **Types** a variety of material such as interoffice communications, stencils requisitions, forms, letters, reports, statistics, contracts, repair orders, suspensions, etc.
* **Compiles**, prepares and submits reports for payroll or A.D.A. reporting purposes.
* **Contacts** and confers with students, parents, school and District staff, vendors or other appropriate parties regarding assigned office functions.
* **Maintains** accurate and detailed calendar of events, due dates and schedules related to assigned program(s) and its services to ensure proper tasks and activities occur as scheduled.
* **Prepares** lists and reports from data compiled and records kept related to assigned program area(s), making mathematical calculations as necessary.
* **Receives,** sorts and distributes incoming and outgoing mail.
* **Establishes** and maintains a variety of records, logs and filing systems pertaining to assigned area(s) of responsibility.
* **Receives,** reviews and verifies documents, records and forms for accuracy, completeness and conformance to applicable rules, regulations, policies and procedures.
* **Duplicates,** collates, staples and distributes material for students, parents, school staff, etc.
* **Orders,** stores and issues supplies and material pertinent to the functions of assigned operational unit.
* **Provides** services to sick/injured students.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

* **Experience Required:** Two (2) years experience in typing and secretarial work, preferably in a school district.

* **Skills**, **Knowledge and/or Abilities Required:**

  Skills: Typing/keyboarding accurately at a rate of 50 words per minute; use of shorthand and/or dictaphone and computer experience desirable; operate standard office equipment including use of basic computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation.

  Knowledge of proper office methods, techniques and procedures including report writing and proper telephone techniques.

  Abilities to sit for prolonged periods, work independently, understand and carry out oral and written instructions, interact with persons of different age groups and cultural backgrounds. Significant physical abilities include reaching/handling/fingering, talking/hearing conversation, near visual acuity/visual accommodation. Perform a variety of clerical and secretarial work involving use of independent judgment and accuracy and speed.

* **Education Required**: High School diploma or equivalent, including courses in typing and office practices.

* **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District Proficiency Test. Valid California Driver's License.