JOB DESCRIPTION

JOB TITLE: Counseling Secretary/Middle School

Job Family: Clerical/Secretarial Services

Range: 30

Job Purpose Statement/s: The job of " Counseling Secretary" is done for the purpose/s of performing a variety of responsible clerical/secretarial duties in support of the day-to-day operations within a school counseling and guidance department. Incumbents are assigned to a comprehensive high school or middle school.

Essential Job Functions:

* **Performs** a wide variety of clerical, secretarial and operational support activities.
* **Types**, checks, verifies, compiles and records a variety of data/information related to counseling and guidance.
* **Types** a variety of material such as interoffice communications, stencils, requisitions, forms, letters, reports, statistics, suspensions, etc.
* **Acts** as office receptionist; answering telephones, making reservations and appointments, receiving and responding to students, faculty, administrator and the general public; giving information and assistance whenever possible.
* **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.
* **Arranges** and schedules a variety of meetings; notifying participants, confirming dates and times, reserving meeting sites and preparing materials needed at the meetings.
* **Attends** meetings, takes minutes, transcribes and distributes minutes as directed.
* **Maintains** accurate and detailed calendar of events, due dates and schedules related to counseling and guidance.
* **Prepares** lists and reports from data compiled and records kept related to counseling and guidance.
* **Arranges** for substitutes for certificated and/or classified absences; providing necessary information and maintaining necessary records for successful transmission of data.
* **Receives,** sorts and distributes incoming and outgoing mail.
* **Establishes** and maintains a variety of records, logs and filing systems pertaining to counseling and guidance.
* **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 counseling and guidance.
* **Oversees** and directs the work of temporary support staff or student aides.

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 40 words per minute; use of shorthand and/or dictaphone and computer experience; operate standard office equipment including use of basic computer applications.

  Knowledge of District policies, rules and regulations applicable to the counseling and guidance department; 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 complex clerical and secretarial work involving use of independent judgment and requiring accuracy and speed; take non-verbatim notes by using shorthand or dictation equipment.

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

* **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.