LAKE ELSINORE UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	**SECRETARY IV DISTRICT OFFICE**		
DEPT:	District Department	**REPORTS TO:**	Assistant Superintendent, Director, or designee
JOB FAMILY:	Clerical/Secretarial	**CATEGORY:**	Classified Bargaining Unit (BU)
FLSA:	Non-Exempt	**RANGE:**	**38**
ISSUED:	May 8, 2025	**WK DAYS/YR:**	244

JOB PURPOSE STATEMENT:

Under the supervision and direction of a District Director, Assistant Superintendent or designee to assist the assigned administrator in the administration of assigned department by performing a variety of complex and responsible secretarial and routine administrative support functions; serves as a liaison between administrators, faculty, staff, students, parents and the public; may coordinate the work of others. The incumbents in this classification provide staff and the public with clerical/secretarial support services which directly support student learning.

DISTINGUISHING CHARACTERISTICS:

The Secretary IV classification is distinguished as secretary and administrative assistant to a District Director, Assistant Superintendent or designee in the secretarial series. Incumbents in this classification are assigned complex and responsible clerical/secretarial duties in support of a District Office department.

ESSENTIAL JOB FUNCTIONS:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties.

1. Perform a wide variety of sensitive or privileged, complex and responsible clerical and secretarial duties as well as assisting assigned administrator with routine administrative functions.
2. Plan, coordinate, schedule and organize office activities, as well as the flow of communications; maintain confidentiality of privileged and sensitive information; develop and implement office procedures to assure complete accurate and timely operations.
3. Compose independently or from notes/rough drafts correspondence and drafts for review on a wide range of subjects, requiring a knowledge of procedures and policies, including interoffice communications, applications, requisitions, forms, letters, contracts, special projects, legal documents and other materials related to assigned District department and programs.
4. Type and maintain a heavy volume of complex and confidential reports.
5. Research and compile a variety of information and reports, handbooks, records, files and special projects from a variety of sources; prepare charts and statistical information as needed.
6. Research Education Code and other related State and Federal laws, inclusive of Governing Board Policies/Administrative Regulations/Exhibits and analyze information for inclusion in reports.
7. May assist and compose correspondence utilizing a variety of software programs, databases and resources for multiple subjects, including information of a confidential and sensitive nature.
8. Coordinate, schedule, calendar and attend a variety of meetings and staff development trainings; prepare and distribute minutes, collect and compile information for meetings, projects and workshops; attend meetings and take/transcribe minutes.
9. Prepare board agenda items and back-up materials; assists with the ongoing updating Governing Board Policies/Administrative Regulations and/or Exhibits; receive and distribute timely information to necessary recipients in preparation for the monthly Governing Board Agenda.
10. Collect information weekly, from assigned administrator, for reporting to the Governing Board.

11. May communicate with, collect and process fees from developers; create Certificates of Compliance for developers to submit to the city for building permits.
12. May coordinate Citizens' Oversight Committee meetings; communicate details with members; attend quarterly meetings, take minutes.
13. Coordinate travel and conference arrangements for staff as necessary; prepare related forms for reimbursements.
14. Receive, open, sort, screen and distribute incoming mail in a timely manner; compose replies independently or from direction.
15. Inventory, order, receive and distribute office supplies and materials; enter purchase requisitions; communicate with vendors to obtain price quotes.
16. Collaborate workload with other staff members to ensure that departmental duties are completed and accurate; may establish a communication network with other District/County-wide secretaries in conjunction with assigned administrator or department.
17. Operate a variety of office equipment, including a computer, calculator and copier.
18. Act or assist as receptionist for assigned administrator; screen visitors and phone calls; coordinate flow of communications; respond to inquiries and provides information; exercises independent judgment in resolving a variety of issues and refers difficult issues to the director or other administrator as necessary.
19. Maintain files and appointment schedule for assigned administrator; setting up and arranging meetings, trainings, conferences professional development, staff collaborations and other functions.
20. Act as resource person to assigned administrator, staff, students, parents and the general public regarding general and specific information on the policies, procedures and activities of assigned department.
21. Collect necessary information and assists in the maintenance of a variety of logs and records related to District activities.
22. Order materials, supplies and equipment; maintain records of purchase orders, invoices and expenses to date; and inventory and log same upon arrival; itemize according to Federal and State budget codes.
23. Maintain and prepare records and reports related to attendance and payroll for department staff including time sheets, personnel transactions, absences, etc.
24. Maintain, monitor and record expenditures; reconcile ledger printouts; assist in assuring expenditures do not exceed established limitations
25. Assist assigned administrator with calculating budget requests and preparing reports.
26. Attend departmental meetings; taking notes and preparing minutes.
27. May provide guidance, instructions and/or collaboration in working with office employees, committee members, volunteers and community service staff.
28. Distribute materials and information, follow up to ensure timely responses.
29. Maintain, review for accuracy, and prepare records and reports related to attendance and payroll for employees.
30. Perform other functions, duties and tasks related to this class as assigned.
31. Attend meetings as required.

JOB REQUIREMENTS - QUALIFICATIONS:

Knowledge of:

1. Rules and regulations related to assignment
2. Basic budgeting, financial and statistical record keeping

3. Standard office machines and equipment, including computers and pertinent software systems
4. District organization, operations, policies and objectives
5. Applicable laws, codes, rules and regulations as apply to the District and assigned administrative office
6. Basic public relations techniques
7. Methods of collecting and organizing data and information
8. Appropriate English usage, spelling, grammar, punctuation, and arithmetical concepts
9. Oral and written communication skills
10. Interpersonal skills using tact, patience and courtesy
11. Basic methods of collecting and organizing data and information
12. Methods used in preparing statistical reports
13. Principles of supervision and training

Skills:

1. Keyboarding accurately at an acceptable rate of speed
2. Operate standard office equipment including use of basic computer applications
3. Use English in both written and verbal form, use correct spelling, grammar and punctuation
4. Perform basic arithmetic calculations
5. Establish and maintain a variety of complex and sensitive files and records
6. Establish and maintain cooperative working relationships with staff, students and the public

Ability to:

1. Perform a variety of complex clerical and secretarial work involving use of independent judgment and requiring accuracy and speed
2. Assist administrator in order to comply with local, State and Federal entities
3. Perform varied and responsible secretarial and administrative duties to relieve the administrator of administrative and clerical duties
4. Plan, coordinate and organize office activities and coordinate flow of communications
5. Learn and apply District policies and procedures
6. Utilize software applications; perform standard clerical and secretarial procedures; perform standard record keeping procedures
7. Independently analyze situations and initiate an effective course of action
8. Maintain confidentiality
9. Learn new skills and adapt easily to new work assignments, additional priorities and new procedures due to changing job conditions and/or technology
10. Adhere to safety practices and work under time constraints
11. Work without close monitoring and meet deadlines
12. Interact with persons of different age groups and cultural backgrounds
13. Sit for prolonged periods, work independently, understand and carry out oral and written instructions
14. Participate in team building and a maintaining professional work environment
15. Establish and maintain cooperative and effective working relationships with others, including students, staff and the public.
16. Interact with persons of different age groups and cultural backgrounds

EDUCATION REQUIRED:

High School diploma or equivalent, supplemented by courses in office practices and computer programs.

EXPERIENCE REQUIRED:

Four (4) years prior job-related experience with increasing responsibility, preferably in a school district.

LICENSE REQUIRED:
Possession of a valid California Driver's License and remain insurable at the District's standard insurance market rate. Current DMV report.

CERTIFICATIONS AND TESTING REQUIRED:

1. Pass the District's applicable Proficiency Exam for the job class with a satisfactory score.
2. After offer of employment, obtain:
    a. Criminal Justice and FBI Fingerprint Clearance at candidate's expense
    b. Negative pre-employment drug screen test through District's provider at District's expense
    c. Pre-employment physical exam through District's provider at District's expense
    d. Negative TB test result at candidate's expense plus periodic post-employment retest (currently every four years) as required through District's provider at District's expense

WORKING CONDITIONS:

1. Lifting/carrying/pushing/pulling up to 35lbs unassisted and 36lbs or more assisted.
2. Work is primarily indoors and requires sitting for extended periods
3. Hearing and speaking to exchange information
4. Sitting or standing for extended periods of time
5. Bending at the waist, kneeling or crouching to file materials
6. Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
7. Visual acuity to see/read documents and computer screen