JOB DESCRIPTION

JOB TITLE: Secretary IV

Job Family: Clerical/Secretarial Services

Range: 36

Job Purpose Statement/s: The job of " Secretary IV" is done for the purpose/s of assisting the principal of a comprehensive high school in the administration of assigned school site by performing a variety of complex and responsible secretarial and routine administrative support functions; coordinate the work flow and activities processed through the school's central office and serves as school office manager.

Essential Job Functions:

* **Acts** as secretary to assigned school site principal and other school administrators; performing a wide variety of complex and responsible clerical and secretarial duties as well as relieving the school principal of routine administrative functions.
* **Independently** composes correspondence on a wide range of subjects, requiring a knowledge of procedures and policies of the school or department.
* **Types** and maintains a heavy volume of complex and confidential reports.
* **Compiles** reports, handbooks and special projects from a variety of sources.
* **Compiles** and maintain records and files.
* **Researches** and analyzes information for inclusion in reports.
* **May** take and transcribe dictation or use dictation equipment for a wide variety of subjects, including information of a confidential and sensitive nature.
* **Coordinates** work of other staff members to ensure that records are complete and accurate; assists in the evaluation of office staff.
* **Operates** a variety of office equipment, including a computer, calculator and copier.
* **Acts** as resource person to teachers, students, parents and the general public regarding general and specific information on the policies, procedures and activities of assigned school site.
* **May** function as school registrar; maintains student's permanent records and transcripts, registers and schedules students for classes, records and reports grades, prepares related reports and requests records and transcripts from other schools as needed.
* **Collects** necessary information and maintains a variety of logs and records related to school enrollment and attendance records and reports.
* **Orders** materials, supplies and equipment; maintains records of purchase orders, invoices and expenses to date; and inventories and logs same upon arrival.
* **Maintains** and prepares records and reports related to attendance and payroll for school employees including time sheets, personnel transactions, absences, etc.
* **Maintains,** monitors and records expenditures; reconciles ledger printouts and posts expenditures to budget sheets.
* **Assists** principal with gathering/calculating budget requests and preparing reports.
* **Attends** faculty meetings; taking notes and preparing minutes.
* **Guides** and instructs other office employees in their work; oversees the work of student aides.
* **Distributes** materials and information to teachers, students and other staff members and ensures timely responses.
* **Maintains** and prepares attendance reports and payroll for permanent and temporary employees.
* **Provide** 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:** Four (4) years prior job related experience with increasing responsibility, 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; 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 rules and regulations related to assigned school, basic budgeting, financial and statistical record keeping, standard office equipment; methods used in preparing statistical reports; principles of supervision and training.

  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.

* **Education Required**: High School diploma or equivalent, supplemented by courses in 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.