

MILPITAS UNIFIED SCHOOL DISTRICT

TITLE: SECRETARY-SCHOOL/STAFF	REPORTS TO: Assigned Supervisor
DEPARTMENT: Various School site	CLASSIFICATION: Classified
WORK YEAR: 10 - 12 Month	SALARY: RANGE: 14

BASICFUNCTION: Under the direction of the assigned supervisor, oversee, coordinate and perform the day – to – day secretarial functions at an assigned elementary or middle school office; provide secretarial assistance to the assistant principal. Serve as contact between students, staff, parents, District personnel and the community.

ESSENTIAL AND REPRESENTATIVE DUTIES:

Performs clerical responsibilities related to assigned function such as compiling information from a variety of sources and preparing **detailed** reports as required by District, County, State or federal regulations; communicates with other agencies or departments to provide or obtain information.

Receives and screens telephone calls and visitors; schedules appointments; coordinates schedules and communicates with others regarding meetings and appointments; directs inquiries and visitors to the proper person or office; provides technical information concerning policies and procedures of assigned program or office according to established guidelines.

Provide support to staff including providing various student information, assisting with field trips, completing forms, ordering supplies, distributing mail, preparing detailed reports.

Maintain and record student attendance as assigned; prepare enrollment and transfer and residency forms as appropriate; record daily calls to parents regarding student absences; compile and generate attendance reports as assigned; orient new families and students to the school.

Composes correspondence from general instructions, confidential correspondence, and detailed reports, prepares memos and forms; requesting, providing or verifying information; and receives, screens and routes mail.

Prepares, formats and types letters, bulletins, newsletter, memos, agendas, purchase requisitions and other documents as assigned. Proofreads and duplicates records, or related materials.
Schedule appointments and make referrals as appropriate

Operates a computer to input, output, update and access a variety of records and information; generates records, **detailed** reports, lists and summaries

May orders supplies and materials as assigned and maintains inventory.

Operates a variety of office machines.

~~May coordinate part-time office workers.~~

~~Prepares financial reports; reconciles bank statements; petty cash reimbursements.~~

Interpersonal skills using tact, patience and courtesy

May assist Health Clerk in collecting and distributing medication as detailed by district policy.

Provides first aid and emergency services.

In the absence of the Health Clerk, oversees nursing room and facilities and functions as the health clerk on a limited basis. E

Handles unusual situations or first aid emergencies following prescribed procedures.

~~Assist with enrollment and attendance of students.~~

Performs directly related duties as required and assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENTRANCE QUALIFICATIONS:

Any combination equivalent to: Graduation from high school including or supplemented by courses in typing and business office practices; and three (3) years of office clerical experience, at least one (1) year of which has been at a responsible position involving accurate records duties, preferably in this school district. Additional college level education and/or experience is desirable. Ability to pass the District Proficiency Examination at the level appropriate to the job classification.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: Correct English usage, grammar, spelling, punctuation and vocabulary. Composition and layout for correspondence and reports. Compilation and posting of data accurately. Principles of community, staff and student relations. Accurate filing and record keeping procedures. Basic principles of student training and supervision. Proper telephone techniques. School district organization, objectives and goals. School district procedures and policies. Operation of a personal computer and related software.

ABILITY TO: Operate a specialized office activity under pressure and interruptions. Maintain accurate records and prepare reports. Understand and follow oral and written instructions. Use proper English with students, staff and the public. Maintain cooperative working relationships with those contacted during the performance of required duties. Apply policies and procedures. Supervise and train students reasonably. Type/keyboard 50 wpm from clear copy. Meet schedules and time lines.

WORKING CONDITIONS: ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment; subject to eyestrain from computer terminal.

PHYSICAL ABILITIES:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL ABILITIES CONTINUED:

Vision (which may be corrected) to read small print; mobility of arms to reach and dexterity of hands to grasp and manipulate small objects; lower body mobility may not be required; frequent lifting (up to 35 pounds) , pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job; work at a video display terminal for prolonged periods; hearing and speaking to exchange information in person and on the telephone; seeing to prepare and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment.

LICENSES:

Possess and maintain a valid First Aid Certificate. (If employee does not utilize District provided training, employee will be responsible for obtaining a valid First Aid Certificate on his/her own). Possess and maintain a valid California Driver's License.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional related duties are performed by the individuals currently holding this position and additional duties may be assigned.

06/96 11/97

11/99 12/08

11/23/10

Board Approved

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