

MILPITAS UNIFIED SCHOOL DISTRICT

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<b>TITLE:</b>	<b>SECRETARY-SCHOOL/ STAFF</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Various</b>	<b>CLASSIFICATION:</b>	<b>Classified</b>
<b>WORK YEAR:</b>	<b>10 - 12 Months</b>	<b>SALARY:</b>	<b>RANGE 14</b>

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**BASIC FUNCTION:**

Under the direction of the assigned supervisor assumes responsibility for specialized activities at a school or District Office of greater than average difficult level.

**ESSENTIAL AND REPRESENTATIVE DUTIES:**

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

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

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.**E**

Prepares, formats, types, proofreads and duplicates records, reports or related materials.**E**

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

Orders supplies and materials as assigned and maintains inventory.**E**

Operates a variety of office machines.**E**

May coordinate part-time office workers.**E**

Prepares financial reports; reconciles bank statements; petty cash reimbursements.**E**

Collects and distributes medication as detailed by district policy.**E**

Provides first aid and emergency services.**E**

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.**E**

Assists with enrollment and attendance of students.**E**

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