

MILPITAS UNIFIED SCHOOL DISTRICT

---

<b>TITLE:</b>	<b>SECRETARY-SCHOOL/ STAFF SENIOR</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Various, Special Education</b>	<b>CLASSIFICATION:</b>	<b>Classified</b>
<b>WORK YEAR:</b>	<b>10 - 12 months</b>	<b>SALARY:</b>	<b>RANGE 17</b>

---

**BASIC FUNCTION:**

Serves as secretary and office assistant to an administrator or department head at the District Office by organizing office activities; relieving the supervisor of administrative details; handling various technical/legal procedures and performing complex records and filing duties. May attend committee meetings and prepare minutes of meetings.

**ESSENTIAL FUNCTIONS AND REPRESENTATIVE DUTIES:**

Composes correspondence and prepares reports that require considerable independent judgment.**E**

Learns and applies technical and legal guidelines and procedures in a consistent and objective manner for the particular assignment.**E**

May take minutes or conference dictation at meetings, including evening meetings.**E**

Serves as secretary and office assistant in organizing and communicating for a district-wide program.**E**

Insures that schedules and priorities are met, appointments, meetings and other activities are arranged.**E**

Plans and organizes filing systems and files.**E**

Maintains accurate accounts and expenditures of a broad program budget.**E**

Compiles and prepares statistical reports, year-end reports.**E**

May assist with grant applications.**E**

Maintains confidential information as appropriate.**E**

Organizes the flow of work in the particular office assigned.**E**

Answers district-wide questions from administrators, teachers and the community through knowledge and understanding of departmental functions.**E**

Composes correspondence from general instruction.**E**

Learns and applies technical procedures related to Federal, State and District mandated materials.**E**

Sets up and maintains computerizing system for rapid retrieval of information for reports and editing.**E**

Trains other office personnel in the use of the computers.**E**

Handles unusual situations or first aid emergencies following prescribed procedures. **E**

Performs directly related duties as required and assigned.

**ESSENTIAL FUNCTIONS AND REPRESENTATIVE DUTIES (continued):**

*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 office practices/procedures. Three (3) years of office clerical experience, at least one (1) year of which has been at a responsible position involving accurate records duties. Ability to pass the District Proficiency Examination at the appropriate level of the job classification.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Accounting and/or accurate bookkeeping procedures.  
Public communications, professional office methods and procedures.  
Correct English usage, composition, grammar, spelling, punctuation and vocabulary for both oral communications and written reports.  
Proper organization of an office, including filing, appointments and scheduling, record keeping, computer program filing systems and related operations.  
Federal, State and District guidelines and procedures related to the particular assignment.  
Proper telephone techniques.  
School district organization, objectives and goals.  
School district procedures and policies.  
Operation of a personal computer and related software.

**ABILITY TO:**

Perform and coordinate office, secretarial work involving independent judgment, accuracy and speed.  
Adapt office procedures to changing organizational needs by updating, developing and implementing effective procedures.  
Organize clear and comprehensive reports.  
Maintain technical records.  
Understand, interpret and apply technical and legal procedures to specific situations.  
Compose correspondence independently from general instructions.  
Maintain cooperative working relationships with those contacted during the performance of required duties.  
Arrange meetings and take minutes of meetings.  
Type/keyboard 55 wpm from clear copy.  
Meet schedules and time lines.  
Prioritize and schedule work.

**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.

**WORKING CONDITIONS (continued):**

**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.*

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; work which is primarily sedentary; dexterity of hands and fingers to operate a computer keyboard and other office equipment; reaching overhead, above the shoulders and horizontally; stooping and bending; hearing and speaking to exchange information in person or on the telephone; seeing to assure complete and accurate reports; sitting or standing for extended periods of time.

**LICENSES**

Possess and maintain a valid First Aid Certificate.

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