



JOB DESCRIPTION
SECRETARY I

Range 33 Classified Salary Schedule (ESD/HSD) – 217/238 Work Days (10/11 Months)

DEFINITION:

Under general supervision, performs general clerical work requiring skilled use of office equipment or experienced application of unit procedures. Work consists of well-defined tasks performed in accordance with clearly established work guides and procedures. Workers complete recurring assignments on their own after becoming familiar with the work. Assignments typically involve operation of typewriters, word processors, desktop computers, scanners and similar office equipment. Workers understand and apply unit procedures and policies to normal, standard tasks. Advocates on behalf of students; understands the needs of the students and follows up when appropriate; builds successful relationships with students to ensure a productive environment; understands his or her role and responsibility and how they contribute to student achievement; anticipates and responds quickly to student needs; contributes to creating and maintaining a positive and safe environment for students; treats all students fairly.

EXAMPLES OF ESSENTIAL FUNCTIONS:

(The job duties listed are typical examples of the work performed by this job classification. Not all duties assigned are included, nor are all duties listed performed in every office.)

- Provides clerical support to one or more staff
- Composes correspondence, memoranda, reports and minutes of meetings from rough drafts or instructions
- Prepares letters, reports, lists, requisitions and bulletins
- Performs basic data entry as necessary
- Assists with maintaining student files
- Helps administrator with 504's for students
- Assists with maintaining daily log of pupil health office visits
- Receives telephone requests and maintains accurate filing systems as needed
- May assist with processing of requisitions
- May assist with receipt of supplies and verification of vendor invoices for accuracy
- Compiles, duplicates, distributes information, and responds to general questions about school activities, laws, and rules as directed by the administrative supervisor
- Operates photocopy machine
- May perform routine service of office equipment
- Answers telephone and takes messages; responds to inquiries regarding services; greets and directs visitors, students, and teachers as appropriate
- May assist with programming phone system, fire alarm panel, and controls emergency address system under direction of Administration
- Acts as a liaison for individual students or parents regarding the school program and staff
- Opens, sorts, and distributes mail
- May update all schedules and calendars on the school website
- May maintain the calendar for conference rooms
- Assists with student and parent orientation
- Makes appointments for counselors and other staff as needed
- Provides back-up as needed for other office staff

- May assist with information regarding School Tours
- May assist in arranging field trips
- May coordinate the Bus Ticket Program
- May supervise student assistants as needed
- Calculates grade point averages and maintains the MCAL Eligibility List at High School campuses
- May assist in graduation/promotion arrangements
- May assist with assignment of substitutes
- May assist with supply orders
- May administer first aid as needed
- Performs other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of current office practices and procedures
- Knowledge of business English, spelling and arithmetic
- Skills in keyboarding and a variety of computer programs, i.e. Word, Excel, PowerPoint
- Ability to perform a variety of clerical work including maintaining records, verifying and compiling data
- Ability to operate a variety of office equipment
- Ability to apply departmental policies and procedures to standard work situations
- Ability and fluency to establish and maintain positive and effective relationships with all staff, teachers, students, parent volunteers and the public
- Ability to speak, read, and understand the English language sufficiently to successfully receive/provide information to/from students, the public, co-workers, and supervisors
- Bilingual Spanish skills preferred

EDUCATION, TRAINING AND EXPERIENCE:

Any combination equivalent to graduation from high school and a minimum of two years of clerical experience, preferably in a school setting. Other combinations of applicable education, training and experience which provide the knowledge, abilities and skills necessary to perform effectively in the position may be considered.

CERTIFICATE AND LICENSE REQUIREMENTS:

- Red Cross First Aid Certification
- Typing test required with a minimum 45 WPM score achieved

PHYSICAL REQUIREMENTS:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting (up to 20 pounds), carrying, pushing, and/or pulling; significant manual dexterity, particularly to perform keyboarding tasks daily. Sufficient hearing and speaking ability for normal voice level and telephone conversations and to hear and speak to be understood in indoor and outdoor settings. Generally the job requires 70% sitting, 15% walking, and 15% standing.

CSEA Approval: June 10, 2015

Board Approval: June XX, 2015

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