

Classified Personnel

SCHOOL SECRETARY - confidential

DEFINITION

Under general supervision, act as secretary to the principal; perform a wide variety of complex clerical and secretarial work; direct the work of a medium-size group of clerical employees; relieve the principal of clerical and administrative details; do related work as may be required.

CLASSIFICATION CHARACTERISTICS

Positions in this classification are assigned to an elementary or middle school. Incumbents coordinate the work of office workers, student and volunteer workers, and other aides who may be assigned; are responsible for effective and efficient office operation involving the coordination and flow of communications and activities in the school's office. Incumbents are expected to work with a great deal of independence and initiative and do difficult clerical and secretarial work.

EXAMPLES OF DUTIES

Performs a variety of secretarial and clerical duties for the principal; obtains and gives out information to various parties concerning school and/or office functions requiring detailed knowledge of standards, procedures, programs and policies; receives visitors, keeps principal's calendar and arranges for appointments; takes and transcribes dictation including material of a confidential nature; types correspondence, bulletins, reports, forms and other documents; maintains files; directs the work of other clerical personnel; composes independently or from oral instructions, letters requesting or giving information dealing with school activities; compiles and prepares reports; maintains files of all materials received and retained by office; coordinates and screens a variety and volume of personnel and telephone contacts involving students, teaching staff and parents; arranges for substitutes and orient them to the school's procedures; screens visitors, telephone calls and mail directed to the principal and school staff; handles teacher and other staff problems and requests that do not require an administrative decision; arranges appointments and makes reservations for meetings; takes minutes of meetings and prepare periodic reports and schedules; assists administration; makes arrangements for graduation; arranges for speakers, types programs and arranges for diplomas; operates computer terminals, printers, scanners and various copying machines; performs a variety of duties involving activities to prepare for the new school year, and to close a school year; maintains student government account; care for sick or injured students and dispense medication as required; maintain honor roll/good conduct lists and type certificates; handles all aspects of school registration and withdrawal including maintenance of cum records; sets up Kindergarten Round-Up and follows up on shot records, etc.; answer phone for all incoming lines and directs calls; responsible for school keys, maintaining key inventory and ordering of new keys; may be responsible for bell schedules; assist in orientation of new personnel, supply necessary forms, and explain procedures and policies; receive in shipments for school purchases; call on absences and maintain notes; maintain school registers; maintain student locks; maintain daily absence lists.

EMPLOYMENT STANDARDS

Knowledge of: Modern office practices and procedures including filing systems, receptionist and telephone techniques; letter and report writing; English usage, vocabulary, spelling, grammar and punctuation, and basic computer skills; basic methods, policies and procedures of the assigned work station; basic school office organization, administration, terminology in relation to state law and other school organizations; general public relations; basic patterns of child growth and development.

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EMPLOYMENT STANDARDS (continued)

Ability To: Maintain harmonious personal relations with teachers, parents, students, and community; perform and coordinate difficult office, secretarial and clerical work which may involve taking dictation or transcription by mechanical means; communicate effectively and courteously; exhibit independent judgment requiring accuracy, speed and public relations skills; follow written and oral directions; learn new procedures rapidly; read, interpret and transmit school policies and technical materials accurately; make clear and comprehensive reports; keep complex records; effectively meet school, district personnel and the public in situations requiring tact and poise; independently compose and write correspondence bulletins and reports; understand and perform the role of "aide" to an administrator.

EDUCATION AND EXPERIENCE

Education: Equivalent to the completion of the twelfth grade, including or supplemented by course in typing, computers, and office practices.

Experience: Three (3) years of office, public contact or secretarial work at a responsible level, including some experience working in a public school setting or directly with students.

SKILLS

Type accurately at a rate of 50 words per minute from clear, legible copy; basic computer skills; is desirable to take dictation but not required.

LICENSE(S) AND/OR CERTIFICATES REQUIRED

Possession of a valid and appropriate California driver's license, may be required depending on assignment.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Strength: Light physical demands involving limited lifting, carrying, pushing or pulling of office equipment and objects.

EMPLOYMENT STATUS

- Confidential position, classified salary schedule.
- Over-time, as authorized, to be taken in C.T.O.
- Full-time, ten-month position, consisting of 210 workdays, 11 paid holidays, and applicable paid vacation.