

## **SECRETARY**

### **Purpose Statement**

The job of Secretary was established for the purpose/s of providing a variety of responsible secretarial and clerical duties in support of the assigned office; and providing information and assistance to students, faculty, staff, and the general public.

This job reports to Principal and/or Manager

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### **Essential Functions**

- Compiles information and data from a wide variety of sources (e.g. reports, forms, correspondence, budgets, books and materials, etc.) for the purpose of complying with financial, legal, and/or administrative requirements.
- Coordinates a variety of programs and/or activities (e.g. appointments, meetings, conferences, workshops, travel and accommodations, work assignments, schedules, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance with established guidelines.
- Informs personnel regarding a variety of procedures and program requirements for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with financial, legal and administrative requirements.
- Maintains a variety of inventories (e.g. orders and/or requisitions supplies and materials, library collections/bar codes, and equipment, etc. ) for the purpose of ensuring the orderliness of department area and availability of up-to-date materials and required items.
- Maintains a wide variety of confidential and non-confidential manual and electronic documents and materials (e.g. budgets, inventory records, computer databases, files, records, calendars, appointment schedules, resource materials, library collections, videos, etc.) for the purpose of providing up-to-date reference and ensuring functionality and availability in compliance with District, state, and federal requirements.
- Oversees and/or orients a variety of stakeholders (e.g. students, parents, volunteers, staff, ticket sellers, ticket takers, crowd control personnel, etc.) for the purpose of training, guiding and monitoring participation in department activities.
- Performs a wide variety of clerical functions (e.g. recordkeeping and processing of a wide variety of materials & data, data entry, library circulation activities, scheduling, copying, filing, compiling lists, etc.) for the purpose of documenting activities, disseminating information and/or materials to appropriate parties, and supporting assigned Administrator and/or department.
- Responds to inquiries from a wide variety of internal and external parties (e.g. district staff, other schools, state and federal agencies, general public, students, parents, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Screens inquiries of staff, students, parents, and the public (e.g. phone calls, emails, visitors, etc.) for the purpose of taking appropriate action, applying policies and procedures, and/or directing to appropriate personnel for resolution.
- Supports assigned administrative personnel for the purpose of providing assistance with administrative functions.

### **Other Functions**

- Attends various activities, as requested, (e.g. trainings, staff meetings, district meetings, etc.) for the purpose of receiving and/or conveying information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: procedures, functions and limitations of assigned position; pertinent codes, policies, regulations and/or laws; and modern office practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; being attentive to detail; establishing and maintaining effective working relationships; working as part of a team; meeting deadlines and schedules, and working with frequent interruptions.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience is required.

**Education** Targeted job related education that meets organization's prerequisite requirements.

**Equivalency** None Specified

**Required Testing**

Keyboarding test (45 wpm) and other pre-employment proficiency testing may be required.

**Certificates & Licenses**

None Specified

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

07/01/2012

**Salary Grade**

Classified 45

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_