

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: SECRETARY I

BASIC FUNCTION

Under supervision of an assigned administrator or designee, to perform a variety of secretarial and clerical duties. Organize and facilitate the office functions in a school setting or one or more departments and to do other related work as required. Incumbents in this classification serve in a variety of school site or district-wide programs whose focus and outcomes directly support learning.

ESSENTIAL JOB FUNCTIONS

- Performs secretarial duties and assists the supervisor with a variety of clerical and routine administrative duties; facilitates communication between the supervisor and other District personnel
- Composes correspondence independently or from oral or written instructions; prepare, duplicate and mail information and materials to appropriate recipients
- Operates computer equipment for the preparation and maintenance of a variety of documents, correspondence, reports and related materials
- Types, collects and compiles statistical and financial data and other information for inclusion into special and periodic reports; prepares and maintains files, logs, records and reports as assigned
- Communicates information in person or by telephone; coordinate activities for assigned office between the supervisor and staff, the students, the public or other District officials
- Provides information to others regarding policies and procedures of assigned office, department or program on behalf of the supervisor
- Receives, opens and distributes mail; greets visitors and answers telephone calls and refers to appropriate staff members
- Arranges and schedules a variety of meetings, events, activities, and conferences; notifies parties involved by phone or mail; prepares agendas for meetings as assigned
- Operates a variety of office machines and equipment including an assigned computer, software, copier and other equipment as assigned
- Assists in monitoring budget expenditures and maintaining financial records; orders and maintains office supplies and other materials, maintains current account balances
- May take dictation or notes as required by the position; record minutes according to established procedures as assigned
- May assist in the preparation of the materials and documents pertaining to the Board of Trustees meeting agenda
- May collect and receipt funds
- May administer routine First Aid and contact appropriate person and agency in event of serious illness or injury
- Performs other duties related to the class as assigned

JOB REQUIREMENTS – QUALIFICATIONS**Skills, Knowledge and/or Abilities Required:**Skill to:

- Transcribe accurately to typewritten copy verbal information using tape or transcription machine

Knowledge of:

- Correct operations, procedures and methods of office to which assigned

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- Modern office practices, procedures, physical and electronic filing and retrieval systems, and equipment
- Financial and statistical record-keeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Receptionist and telephone skills
- Policies and objectives of assigned program and activities
- Effective communication techniques and practices
- Answer routine questions as directed on behalf of supervisor
- Develop and maintain a complex data filing system
- Operate assigned computer and software

Ability to:

- Establish and maintain cooperative and effective working relationships with others
- Plan, schedule and perform a variety of secretarial, clerical and typing duties in support of assigned department or function
- Assemble diverse data and prepare clear and concise reports, correspondence and related materials
- Interpret and apply specific rules, policies and procedures of the office or program to which assigned
- Establish and maintain effective work relationships with students, parents, staff, and external organizations
- Communicate effectively both orally and in writing
- Adapt easily to changes in assignments and priorities and new procedures
- Meet tight deadlines and timelines
- Work independently with very little direct supervision
- Make effective use of office productivity software such as word processing, publishing, presentations, spreadsheets and databases
- Multi-task and remain productive during periods of intense activity with frequent demands and interruptions
- Take notes and prepare records of meetings and conferences
- Promote team building and a positive work environment
- Adapt easily to work assignments, additional priorities, and new procedures
- Receive constructive criticism and modify work appropriately
- Prioritize needs and solve problems independently as appropriate
- Suggest procedural improvements to supervisor as appropriate
- Skillfully handle difficult situations using good judgment
- Maintain high level of professionalism in keeping the needs of customers a top priority
- Keyboard at an acceptable rate of speed

PHYSICAL DEMANDS

Persons performing service in this position classification will be expected to perform medium work, which involves lifting no more than 50 pounds at a time occasionally and frequently lifting or carrying objects weighing up to 25 pounds. The work may occasionally involve ascending stairs and ramps and involve

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sitting for extended periods of time. If someone can do medium work, it is deemed that he or she can also do sedentary and light work. (*Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”*)

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Three (3) years of responsible and technical clerical experience, preferably in an educational organization.

Education:

Equivalent to the completion of High School, including coursework or training in business practices, automated record management, storage, and retrieval systems, and other related functional areas.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possess and maintain a valid First Aid Certificate