

El Tejon Unified School District

DISTRICT SECRETARY I Job Description

JOB SUMMARY

Under limited direction, to perform complex and specialized secretarial, clerical and personnel functions; to serve as a personal secretarial aide to the District Business Manager and/or District Director of Maintenance, Operations and Transportation and/or providing relief from administrative and clerical detail for District Management; to assist in the organization and coordination of District mandated documentation; maintain positive community relations; other related work as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

Principles, methods, techniques, and strategies of clerical staff coordination and organization;
Modern office methods and equipment;
Data management, storage, and retrieval systems;
Receptionist and telephone response techniques;
Letter and report writing;
Proofreading.

Ability to:

Effectively perform complex secretarial and clerical activities which require knowledge of legal mandates, policies, personnel, regulations and operational procedures;
Prepare clear and comprehensive reports required by State mandates;
Learn, interpret and apply complex policies, administrative regulations and operational procedures;
Type at a net corrected speed of 60 words per minute and operate various office equipment;
Communicate effectively in oral and written form;
Make mathematical calculations with speed and accuracy;
Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships.

Experience:

Five years of responsible secretarial experience, including two years in a responsible or lead capacity.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in business office management, organization, planning, or related technical skill areas.

ESSENTIAL FUNCTIONS OF THIS POSITION:

1. Serves as a personal secretary to the District Business Manager and/or District Director of Maintenance, Operations and Transportation;
2. Liaison for the public and employees to District Office personnel, District managers and school sites through correspondence, telephone and e-mail;
3. Prepares or coordinates the preparation of information and data requested for administrative review;
4. Attends meetings and conferences as requested and takes and transcribes notes into summary form;
5. May take and transcribe correspondence, memoranda, reports and other communicative forms which include technical terminology and require a familiarity with legal mandates, policies, regulations, personnel and operational procedures affecting the District's functional responsibilities;

DISTRICT SECRETARY 1

PAGE 2 OF 2

- 6. Interprets policies, regulations and operational procedures to those persons contacting administrator's office either by telephone or through personal visitation;
- 7. Acts as a receptionist and aide to the District Business Manager and/or District Director of Maintenance, Operations and Transportation, including the answering of routine inquiries and correspondence, maintaining an action calendar, scheduling appointments, conferences and meetings and a variety of other details;
- 8. Establishes and maintains complex alphabetical, numerical and subject matter files which may include sensitive and privileged data;
- 9. Assists with B Warrants, expenditure control procedures and payroll;
- 10. Assists with a variety of personnel management activities, including the preparation of time reports, employee evaluations; personnel recruitment and selection processes, and other similar functions and activities;
- 11. Incorporated within one or more of the previously-mentioned essential functions of this job description are the following essential physical requirements.

1 = Seldom = Less than 25 percent 3 = Often = 51-75 percent
2 = Occasional = 25-50 percent 4 = Very frequent = 76 percent and above

- 4 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 2 b. Ability to stand for extended periods of time.
- 3 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand normal conversation.
- 2 f. Ability to bend and twist, stoop, kneel, run and crawl.
- 2 g. Ability to lift 40 lbs.
- 2 h. Ability to carry 40 lbs.
- 4 i. Ability to operate office equipment.
- 4 j. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION

- 1. Other related duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SALARY RANGE \$16.79 - \$22.46 per hour