



EL TEJON UNIFIED SCHOOL DISTRICT

Rodney Wallace
District Superintendent

CLASSIFIED JOB OPENING

POSITION: School Secretary
10 ½ months, 3 ¾ hours per day

LOCATION: 1 – El Tejon School
1 - Frazier Park School

SALARY RANGE: #12 \$13.04 to \$16.03 per hour

SELECTION PROCESS: Applicants will be required to pass a typing test (45 WPM corrected) as well as a 10-key calculator test. Qualifications and suitability for the position will be assessed in an oral interview.

APPLICATION PROCEDURE: Submit a letter of interest and application to Rodney Wallace at the District Office by Friday, October 16, 2015.

El Tejon Unified School District

SCHOOL SECRETARY Job Description

JOB SUMMARY

The School Secretary, under the general direction of the School Principal, performs specialized secretarial and clerical functions and serves as a personal secretarial aide to the Principal, doing other related work as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

Modern office methods and equipment including data management and retrieval systems;
Receptionist and telephone response techniques;

Ability to:

Type 45 words per minutes;
Operate various office equipment;
Pass a ten-key calculation bookkeeping test with 95% accuracy;
Communicate effectively in oral and written form;
Understand and carry out oral and written directions;
Maintain cooperative working relationships with students, faculty, and community;
Be courteous, confidential, tactful, make valid judgments.

Experience:

One year of successful experience as a secretary or an office clerk.

Education:

Education equivalent to completion of high school.

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Perform such duties as typing, receiving and routing mail, work on attendance and taking lunch count;
2. Meet the public and direct them upon their requests;
3. Answer the school telephone and interschool communication system;
4. Register and transfer students;
5. Keep Cum records up to date;
6. Keep books for student organizations such as student council, band, newspaper, yearbook;
7. Operate office equipment;
8. Take messages for Principal and other staff members;
9. Make appointments for staff with parents or other interested people;
10. Requisition supplies and books;
11. Administer first aid as needed on students;
12. Assist students in their needs;
13. Sell lunch tickets and other related bookkeeping;
14. Maintain good relationship with administration and staff;
15. Maintain confidentiality on school-related matters;

SCHOOL SECRETARY JOB DESCRIPTION

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16. 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
- 2 = Occasional = 25-50 percent
- 3 = Often = 51-75 percent
- 4 = Very frequent = 76 percent and above

- 4 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 3 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: