

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 Administrator

Essential Functions

- Answers incoming telephone calls for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.
- Compiles data from a variety of sources for the purpose of complying with financial, legal and/or administrative requirements of assigned area.
- Coordinates a wide variety of programs and/or activities (e.g. Professional Development Days, appointments, meetings, conferences, workshops, travel and accommodations, work activities, 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 wide variety of manual and electronic documents, files and records (confidential and non-confidential) (e.g. reports, calendars, resource materials, etc.) for the purpose of providing up-to-date reference and audit trail.
- Maintains inventories of supplies and materials for the purpose of ensuring the availability of items as needed.
- Orders equipment, supplies and materials for the purpose of ensuring the availability of required items.
- Performs record keeping and clerical functions (e.g. scheduling, copying, instructional materials, filing, compiling lists, etc.) for the purpose of supporting assigned Administrator and/or department.
- Prepares a wide variety of written materials (e.g. reports, forms, memos, correspondence, requisitions, work orders, leave documentation, etc.) for the purpose of documenting activities, providing written support and/or conveying information.
- Receives calls, visitors, mail, etc. for the purpose of providing information/direction and/or resolving issues.
- Responds to inquiries for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Screens inquiries of staff, students, parents, the public, etc. (e.g. phone calls, visitors, etc.) for the purpose of taking appropriate action, interpreting and applying policies and procedures and/or directing personnel for resolution.

Other Functions

- Attends meetings as assigned (e.g. trainings, in-service activities, workshops, conferences, classes, standards board, etc.) for the purpose of recording minutes, conveying and/or gathering information required to perform 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: applying federal, state and District policies and regulations; operating standard office equipment including utilizing pertinent software applications, performing standard bookkeeping; preparing and maintaining accurate records; and planning and managing projects.

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: record keeping principles; business telephone etiquette; keyboarding; standard office software; concepts of grammar and punctuation; pertinent codes, policies, regulations and/or laws; and services and activities of the District, and operations.

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: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; establishing and maintaining effective working relationships; setting priorities; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising 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 High School diploma or equivalent.

Equivalency None Specified

Required Testing
Keyboarding test 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

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: _____