



# Sequoia Union High School District

## Job Description

<b>JOB TITLE:</b>	Senior School Secretary
<b>REPORTS TO:</b>	Principal
<b>CLASSIFICATION:</b>	Classified
<b>SALARY SCHEDULE:</b>	15.0
<b>WORK - YEAR / HOURS:</b>	11 months / 7.5 hours
<b>LOCATION:</b>	Various
<b>BOARD APPROVAL:</b>	11/5/1997

### DEFINITION

Under general supervision, to assist the principal in the administration of assigned school site by performing a variety of complex and responsible secretarial and routine administrative support functions; may provide direction to other clerical staff; and to perform related work as assigned.

### DISTINGUISHING CHARACTERISTICS

This is the advanced level in the School Secretary series. Incumbents report to a school principal and exercise considerable independent judgment in the performance of difficult and responsible secretarial work, and assist in performing administrative and no routine work, normally with responsible and sensitive contacts with district and school staff and the public. This class requires in-depth knowledge of school site operations and administrative procedures as well as a high level of secretarial skills.

### EXAMPLES OF DUTIES

- Performs a variety of secretarial, clerical and/or administrative support functions not requiring the immediate attention of the principal, to facilitate the school's successful administrative operations;
- Screens incoming information, prioritizing and arranging materials and noting necessary actions taken or recommended; screens and accommodates or refers visitors and callers, interpreting their requests and providing information and assistance related to school and district program and policy issues;
- Composes and types/word processes correspondence, memoranda, contracts, notices and various other documents from general instructions or dictation;
- Schedules meetings and maintains appointment calendars; makes all necessary meeting arrangements; compiles information and prepares agendas, materials, and/or minutes; takes follow-up actions subsequent to meetings;
- Prioritizes and monitors work to ensure timely completion; develops forms, procedures and/or systems to coordinate and streamline workflow; assists in establishing and maintaining contact with individuals, groups, and organizations;

- Researches, gathers and summarizes information from a variety of sources to prepare a variety of materials such as but not limited to periodic and special reports, presentation materials, official records, budgets and financial documents;
- Receives, reviews, and processes documents, records, forms, and transactions to ensure accuracy, completeness, and conformance to applicable policies, procedures and regulations;
- Acts as liaison and resource person between principal and District staff, school faculty and staff, students, parents, and the community; interprets, applies and explains policies, procedures, regulations, and operations;
- Receives and processes requests for necessary repairs to buildings and equipment;
- Maintains and prepares records, reports and confidential files related to school personnel, including attendance, payroll, evaluations, personnel transactions, substitute staffing, etc.;
- Establishes and maintains a variety of administrative and confidential files and records;
- May assist other school staff in the performance of clerical/secretarial support duties for daily school operations; may monitor air traffic of two-way radios used by school security staff and respond to emergencies;
- May direct and coordinate the work of student assistants and/or other clerical staff;
- Operates varied office equipment, orders supplies, and performs related clerical duties in support of office operations.

#### **QUALIFICATIONS**

##### Knowledge of:

Proper office methods and practices, including correspondence, recordkeeping, telephone and secretarial techniques, filing systems, and operation of common office equipment and computer hardware and software.

Working knowledge of school functions, operations, and administration, including applicable laws and regulations.

Proper English usage, grammar, punctuation, vocabulary and spelling.

##### Skill in:

Working independently and using sound judgment within scope of authority.

Interacting effectively with a diverse public and district staff.

Accurately taking and transcribing notes/dictation and typing/word processing at a rate of 50 words per minute.

Compiling, organizing, composing, maintaining, and disseminating a variety of information, reports, correspondence and records.

Clearly and correctly writing, reading and speaking in English.

Analyzing situations and taking appropriate and effective actions.

Performing complex clerical and administrative work and operating office equipment and computers.

Coordinating multiple activities and details under pressure from time, people or situations.

Establishing and maintaining effective working relationships with those contacted in the course of work.

Interpreting and applying relevant laws, rules, policies and other guidelines associated with assigned functional area(s).

A typical way of acquiring the required knowledge, skills and abilities might be:

Equivalent to graduation from high school, and two years of increasingly responsible clerical/secretarial experience, at least one year of which was equivalent to the work of a School Secretary.

#### **PHYSICAL REQUIREMENTS**

The physical abilities required of this classification may include the following:

- Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer-generated information and data, as well as computer terminal displays.
- Hearing and speech ability sufficient to enable communication by telephone and in person.
- Manual dexterity sufficient to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).
- Physical ability to reach, bend and grasp in order to file and retrieve materials.
- Physical ability to sit or otherwise remain stationary at work post for long periods.

#### **OTHER REQUIREMENTS**

May require a valid California Driver License, and willingness and ability to travel to various sites within the Bay Area.

Some positions may require the ability to speak, read and write in a language other than English.