

SCHOOL SECRETARY I

Definition

Under administrative supervision, to serve as receptionist and to perform a wide variety of responsible general clerical work; to assist supervisory personnel by relieving of detail; and to do other work as required.

Essential Duties

1. Act as secretary to supervisory personnel;
2. Keep student records for attendance, finance, and counseling;
3. Admit returning students to classes;
4. Maintain student health records, test scores and grades;
5. Compose correspondence and memos from brief verbal instructions or notes;
6. Work with the public answering questions involving and understanding of policies, procedures and regulations;
7. Act as receptionist making appointments;
8. May supervise student clerical helpers; and
9. May perform assigned record keeping and filing activities, and other related duties as required.

Qualifications

Knowledge of:

1. Modern office methods;
2. Business English, including vocabulary, correct grammatical usage and punctuation;
3. Modern filing methods; and
4. Standard office equipment operation, including computer.

Ability to:

1. Learn specific rules, regulations, laws and policies quickly and to apply them with good judgment in a variety of procedural matters without immediate supervision;
2. Make arithmetical calculations with speed and accuracy;
3. Compile and maintain accurate and complete records and reports;
4. Understand and carry out oral and written directions;
5. Meet the public tactfully and courteously and to answer questions over the counter and by telephone; and
6. Establish and maintain cooperative and effective working relationships with children and adults.

Experience

One year of general clerical experience, and preferably including public contact responsibilities.

Education

High school diploma or equivalent.

License

Valid California Driver's License;

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to stand, walk and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl and reach with hands and arms. The employee is frequently required to reach with hands and continuously will repeat the same hand, arm or finger motion many times as in typing. The employee is continuously required to interact with public, students and staff while meeting multiple demands from several people. The employee must occasionally lift and/or push up to fifty pounds. Specific vision abilities required by this job include close vision, the ability to adjust focus, distance vision and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.