



### **Classification Summary**

1. Performs secretarial duties for a school office or educational support center office. In general, the work performed is interchangeable within departments, although knowledge specific to the department assigned is accumulated by the incumbent and useful for quick, accurate accomplishment of assigned tasks.
2. The emphasis of the position is on insuring the activities of the assigned department or area function in a smooth, coordinated manner. Incumbents anticipate and prepare for deadlines, prioritize assignments, and use organizational and communication skills to free supervisor of time-consuming details.

### **Distinguishing Characteristics**

1. This position is distinguished from Administrative Assistant by working within parameters where policy is well defined and procedures can be adapted to meet the needs of the department or area assigned.
2. The position is distinguished from Program Coordinator Assistant by the application of a broad and general knowledge of various secretarial procedures and methods rather than an in-depth knowledge of a narrower field of administration, that of a specific program or policy.
3. This job is distinguished from Department Assistant by the emphasis on secretarial functions associated with public relations, scheduling, skilled typing and taking of dictation as well as the knowledge of whether or when alteration or establishment of procedures is necessary for the efficient operation of the department or area assigned.

### **Supervisory Relationships**

1. At a school location, reports to school principal. May receive direction or assignments from a counselor, teacher, school secretary or other professional staff member.
2. At an educational support center, reports to one or more department administrator or chairperson.
3. May act in a lead capacity by training, directing work activities, and reviewing assignments of other clerical positions on a short term or project basis.

### **Examples of Duties**

1. Operate current office technology and equipment (e.g., computer systems, fax, copiers, etc.)
2. Type and process correspondence, memoranda, reports and handbooks from rough drafts; may take dictation or use transcription equipment.
3. Place telephone calls or write correspondence to schools, other organizations, or public to relay information from superior or respond to requests.
4. Perform receptionist duties by telephone and in person. When possible, answer inquiries regarding such topics as job openings, food services, and program enrollment applications; when necessary, direct persons to appropriate information sources.
5. Occasionally relieve other secretarial or clerical positions of reception duties during their absence; maintain general knowledge of other areas of the building, awareness of staff activities, and current events.
6. Receive and route U.S. and district mail and messages.
7. Schedule travel, conferences, and workshops; arrange for accommodation of guests, food services, and meeting areas.
8. Gather information to complete requisitions for goods and services, purchase orders, student transfer requests, and other district forms. Type and route to appropriate destination.
9. Maintain a filing system to retain documents; discard as procedural time limitations prescribe.
10. Record financial data on a ledger system; compile, post and summarize data. Compute budget costs for departmental activities, record transactions and reconcile monthly financial statements with ledgers.

11. Build computer grids and spreadsheets to store data; enter financial, student, staff or departmental information; accumulate and save for later retrieval or printing.
12. Compile data and prepare reports as requested by supervisor.
13. Order departmental supplies from district warehouse; receive, distribute and store articles; maintain record of inventory.
14. Procure goods and services; maintain supply of publications, forms or instructional materials and keep records of filled requisitions.
15. Receive and receipt cash or checks and deposit money.
16. May compute costs and prepare billing statements. May safeguard petty cash, monitor spending and distribute to staff as required.
17. May administer assigned department functions, such as sale of bus passes, coordination of bulk mailings, or scheduling of annual bus driver physical exams.
18. In a school, may schedule and administer standardized tests.
19. Maintains regular and prompt attendance.
20. Performs other related duties as required.

**Required Knowledge, Skills and Abilities**

1. Knowledge of the District geographic area and school locations.
2. Demonstrated competence in shorthand, typing, and use of current office technology and equipment (e.g., computer systems, fax, copiers, etc.)
3. Ability to post data rapidly and make accurate mathematics calculations.
4. Ability to communicate with a wide variety of people and organizations in an effective and diplomatic manner both orally and in writing.
5. Highly developed organizational skills and ability to respond to time schedule demands. Ability to prioritize work.
6. Ability to work under pressure of simultaneous deadlines and frequent interruption.

**Minimum Qualifications for Class Entry**

1. High school diploma or equivalent.
2. Two years of experience or training in secretarial or clerical work requiring extensive public contact or interaction. Previous bookkeeping experience desirable.
3. Demonstrated ability to type 60-80 wpm with accuracy and to type from draft or transcription.

**Work Environment**

Works at a school or an educational support services center.