

JOB TITLE: School Secretary (Range 19)

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under general supervision, performs a variety of secretarial, clerical, and receptionist duties involved in coordinating the work of the school office, relieving the school administrator of minor administrative details and duties.

JOB REQUIREMENTS AND QUALIFICATIONS

- Passing score on Solano County Office of Education clerical tests.
- Ability to type accurately at 45 words per minute.
- Ability to handle confidential material with discretion.
- Knowledge of efficient office methods and practices including filing systems, business correspondence, receptionist techniques, and report writing.
- Knowledge of proper English usage, grammar, spelling, vocabulary, and punctuation.
- Ability to operate standard office machines and use a business office level computer.
- Ability to effectively communicate in both oral and written form.
- Ability to establish and maintain effective work relationships with fellow employees, teachers, administrators, students, parents, contact with other agencies, and the general public.
- Ability to perform routine arithmetical calculations.
- Ability to understand and follow instructions, both oral and written.
- Beginning level of skills as measured by high school diploma or G.E.D. equivalent.

This work consists of varied and responsible clerical duties at a journeyman level of job performance.

EXAMPLES OF DUTIES

- Acts as receptionist and provides information to visitors, parents, students, and the public by phone or over the counter regarding school programs and policies; greets substitute teachers and paraeducators, providing necessary materials and information.
- Processes details not requiring the attention of an administrator using discretion and knowledge to resolve problems for students, staff, and parents.
- Types a variety of materials including reports, memos, forms, programs, correspondence, evaluations, purchase orders, parents' notices, instructional materials, and newsletters; composes routine correspondence from basic oral or written instructions.
- May provide clerical assistance to school-related groups or assist teachers in the preparation of classroom materials.
- Requisitions, stores, inventories, and distributes supplies, equipment, books, and other instructional materials.
- Maintains office filing system and student records.
- May maintain continuing record of budgetary expenditures and transfer funds and/or charges as necessary to maintain positive account balances; collects and accounts for money; maintains student body books as per state manual; may compute daily lunch count and review application for free lunch program.
- Maintains building keys; maintains office storage area and office equipment.
- May confer with parents regarding students' absences; may admit returning or tardy students; may arrange transportation for field trips or other extracurricular trips.
- Schedules the use of school facilities and maintains school calendar.
- Opens and distributes mail.
- Makes appointments and schedules meetings including parent conferences.
- Assists in the completion of accident report forms for students and staff.
- Provides operational support for all sites and programs supervised by the school principal.
- Performs related duties as required.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a framework of standard policies and procedures.

SUPERVISION EXERCISED

Employees in this classification may coordinate the workflow for other staff members in operational unit as it relates to clerical tasks or special project objectives.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (30%) Walking (20%) Sitting (50%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (3) Bending (3)

Pushing and/or Reaching Kneeling or

Pulling Loads (2) Overhead (2) Squatting (3)

Climbing Stairs (1) Climbing Ladders (1)