



Leadership • Collaboration • Support

JOB TITLE: Secretary-Bilingual, Spanish

CSEA Salary Schedule, Range 19

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under general direction, performs responsible and varied secretarial and clerical duties.

JOB REQUIREMENTS AND QUALIFICATIONS

- Requires proficiency in spoken and written English and Spanish.
- Knowledge of proper English and Spanish usage, grammar, spelling, vocabulary, and punctuation.
- Ability to pass the Spanish written and oral exam given by SCOE.
- 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.
- Ability to operate standard office machines and use a business office level computer.
- Ability to establish and maintain effective work relationships with fellow employees, teachers, administrators, contact with other agencies, and the general public.
- Ability to take notes and transcribe accurately.
- Ability to learn to interpret and apply administrative and departmental policies, laws and regulations.
- Ability to understand and follow complex directions, both oral and written.
- Ability to establish and maintain complex records and prepare reports.
- Beginning level of skills as measured by a high school diploma or G.E.D. equivalent.

ESSENTIAL DUTIES

- Assists staff in phoning Spanish speaking parents/guardians regarding curriculum, homework, matters related to meetings, and/or disciplinary concerns.
- Interprets orally and in writing, including phone calls, notes, and meetings.
- Performs written translation of simple communication.
- Assists by interpreting the meaning of words and phrases for parents and staff.
- Attends meetings/conferences and prepares minutes and summaries of action taken.
- Orders supplies, prepares and submits monetary claims, billing, purchase orders and requests for reimbursement.
- Types a wide variety of materials including complex reports, statistical and tabular forms, and finished copies from rough notes or oral instructions.
- Composes and translates correspondence, memos, newsletters, brochures, etc., from basic oral or written instructions.
- Answers telephone calls and receives visitors, taking messages for administrators, teachers, or other unit personnel.
- Acts as information source regarding operation unit's policies and procedures and refers questions to appropriate personnel.
- Schedules appointments and maintains operational unit's calendar, exercising considerable discretion in the commitment of time.
- Maintains a variety of complex filing and cross-reference systems.
- Performs a variety of duties such as publishing newsletters, processing new instructional materials, interpreting regulations, issuing work permits, travel arrangement, etc.
- May maintain continuing record of budgetary expenditures and transfer funds and/or charges as necessary to maintain positive account balances.
- Receives, opens, time stamps and distributes incoming mail.
- Coordinates workflow with other unit personnel.
- 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 (15%) Walking (15%) Sitting (70%)

Body Movement (Frequency):

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

Lifting – lbs. (0-40) Lifting (2) Bending (3)

Pushing and/or
Pulling Loads (1) Reaching
Overhead (2) Kneeling or
Squatting (3)

Climbing Stairs (2) Climbing Ladders (0)