

JOB DESCRIPTION

PERRIS ELEMENTARY SCHOOL DISTRICT

CONFIDENTIAL EDUCATIONAL SERVICES SECRETARY

DEFINITION:

Under general direction, serving as Secretary to the Assistant Superintendent of Educational Services performing highly skilled secretarial work; ensuring efficient and effective operation of various District programs and functions; coordinating highly complex and responsible administrative and technical work; to expedite the work flow of a major division in order to support the goals of the District; to coordinate and implement district functions and programs; and to assume and perform related duties as required.

DISTINGUISHING CHARACTERISTICS:

Incumbents assigned to this classification are characterized by the responsibility for more complex secretarial duties and the confidential nature of assigned duties. Adequate performance at this level requires the ability to exercise considerable initiative and independent judgment in solving work problems, which requires knowledge of school and district rules, policies and procedures.

EXAMPLE OF DUTIES:

The duties listed are typical, but not exclusive:

1. Performs a wide variety of clerical and secretarial work, including answering phones, word processing (typing), proofreading, filing and recording information.
2. Obtains, interprets and provides information to staff, public and parents, concerning office functions, District policies, regulations and procedures.
3. Prepares materials for public distribution including, but not limited to newsletters, brochures, presentations, calendars, travel/conference and various required reports.
4. Receives and independently answers correspondence and requests for information.
5. Maintains and makes revisions to the policy guides and handbooks.
6. Independently or in accordance with general instructions, compiles and composes correspondence or presentations on a wide range of subjects requiring a thorough knowledge of the procedures and policies of the District and the department.
7. Transcribes minutes of meetings, conferences and policy-making bodies.
8. Maintains the confidentiality of correspondence, administrative files, and other information.

JOB DESCRIPTION

PERRIS ELEMENTARY SCHOOL DISTRICT

CONFIDENTIAL EDUCATIONAL SERVICES SECRETARY

9. Researches, gathers and accurately prepares a variety of local, state and federal reports.
10. Analyzes and compiles; imports, exports, charts and/or graphs information for inclusion in reports.
11. Screens visitors, telephone calls, parent complaints and mail; gives information and or directs parents/community members to other appropriate departments.
12. Prepares and maintains all materials and records as required related to any grievance and/or negotiable items.
13. Uses and assists with the management of online systems, such as Galaxy, Illuminate, OARS, Think Central, and district website.
14. Assists in preparing for District governing board meetings by creating appropriate documents, organizing materials and submitting items for the board agenda, utilizing Agendaonline.
15. Prepares and organizes materials and documentation for meetings, conferences and travel.
16. Arranges for facilities, equipment, catering, resource materials, and services for meetings, trainings and special projects.
17. Performs duties related to payroll, including timekeeping and maintenance of attendance records of personnel.
18. Monitors department budget and coordinates purchasing and verifies account codes; matches invoices and packing slips to outstanding purchase orders and processes invoices and receipts.
19. Makes appointments for administrator, screens calls and correspondence, keeps/maintains calendar.
20. Participates in district professional development and training programs.
21. Performs other duties as required.

QUALIFICATIONS GUIDE:

Knowledge of:

1. Basic organization and operation of a public school district, administrative offices and public and staff relations.
2. Correct English usage, spelling, grammar and punctuation.
3. Principles of proper letter composition, correspondence and report writing.
4. Modern office practices and procedures including receptionist and telephone techniques; and recordkeeping and filing systems.
5. General office equipment and machines, including windows based PC and related software programs, i.e. Microsoft Word, PowerPoint and Excel.

JOB DESCRIPTION

PERRIS ELEMENTARY SCHOOL DISTRICT

CONFIDENTIAL EDUCATIONAL SERVICES SECRETARY

6. Organization, collection and processing of data.
7. District policies, rules, and regulations applicable to the location.

Ability to:

1. Coordinate, organize and monitor the overall functions of the Assistant Superintendent's office.
2. Accurately perform a variety of complex secretarial work involving the use of independent judgment and accuracy and speed.
3. Be familiar with established goals and objectives of the department and work to ensure their fulfillment.
4. Efficiently perform highly confidential and responsible secretarial functions and activities.
6. Interpret and follow through on oral and written instructions.
7. Compose correspondence independently.
8. Relate well and communicate effectively with a variety of individuals including the public, students, parents and staff.
9. Work autonomously in a changing environment.
10. Develop and maintain cooperative and collaborative relationships with staff members, union representatives and members of the community.
11. Maintain a professional and calm demeanor.
12. Comply with the District's customer service standards.
13. Proficiently operate standard office equipment including computers and related software programs, i.e. Microsoft Word, PowerPoint and Excel.

EDUCATION AND EXPERIENCE:

Equivalent to the completion of the twelfth grade and Associate's degree with coursework in Business, English, or a closely related field; (desired/not required) four years of responsible secretarial or administrative experience including experience in a school district.

JOB DESCRIPTION

PERRIS ELEMENTARY SCHOOL DISTRICT

CONFIDENTIAL EDUCATIONAL SERVICES SECRETARY

PERSONAL QUALITIES:

1. Maturity, good work habits, sound judgment, pleasing personality, vital energy, willingness and ability to work under pressure and deadlines.
2. Understanding and sympathy with objectives of public education.
3. Dependable and reliable in handling tasks and information of a confidential nature.

SKILLS:

1. Accurately type 60 words per minute.
2. Proficiency in operating computers and related software programs, i.e. Microsoft Word, PowerPoint and Excel.

LICENSES:

A valid California Motor Vehicle Operator's license and auto liability insurance.

WORKING CONDITIONS:

Environment: Office environment; driving a vehicle to conduct work.

Physical abilities: Hear and understand speech at normal levels and on the telephone; speak so that others may understand at normal levels, on the telephone and to exchange information; seeing to read a variety of materials; dexterity of hands and fingers to enter data using a computer keyboard; stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

SALARY:

Classified Confidential 202 Salary Schedule
Row 9
\$4,087-\$5,332.00 monthly
245 Days/12 Months/8 Hours (Full-Time) Employee

Job Description – Confidential Educational Services Secretary
Revised (Confidential Secretary I): January 15, 2015