

JOB DESCRIPTION

PERRIS ELEMENTARY SCHOOL DISTRICT

DEPARTMENTAL SECRETARY CURRICULUM, STAFF DEVELOPMENT & CATEGORICAL PROGRAMS

DEFINITION:

Under the supervision of the Director of Curriculum, Staff Development and Categorical Programs, performs a variety of typing, records maintenance and general secretarial work of above average difficulty; serves as an aide to the Director by performing administrative and technical duties; assists in coordinating office clerical work; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

Positions in this class normally serve as secretary and office assistant to the Director. Incumbents assigned to this class 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. They may coordinate the work of other office staff. The duties listed below are typical for positions in the class collectively but no one position will necessarily include all these duties.

EXAMPLE OF DUTIES:

The duties listed are typical, but not exclusive:

1. Performs a wide variety of clerical and secretarial work, including typing, proofreading, filing, checking and recording information.
2. Coordinates and prioritizes the office staff, activities and operation of a Department.
3. Serves as receptionist and gives information or directs visitors and parents to appropriate offices; screens visitors, telephone calls and mail.
4. Answers inquiries concerning standardized policies, procedures and regulations.
5. Communicates with a wide variety of staff and community members.
6. Performs a variety of specialized clerical work for the Department.
7. Performs duties related to timekeeping of personnel including maintenance of monthly logs and all back-up documentation.
8. Monitors the Department budget and coordinates the purchasing.
9. Matches invoices and packing slips to outstanding purchase orders, assigns and verifies account codes.

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10. Researches problem areas, questions areas of concern; contacts vendors, suppliers, contractors and employees as necessary to reconcile discrepancies.
11. Records receipt of goods on District system and ensures all components are present and accurate prior to submitting to Business Services for payment.
12. Processes invoices and receipts.
13. Independently, or in accordance with general instructions, composes correspondence on a wide range of subjects, requiring knowledge of procedures and policies of the Department and District.
14. Types a variety of materials from brief verbal or written instruction.
15. Prepares complex reports, handbooks and special projects.
16. Makes appointments for administrator, screens callers and correspondence.
17. Operates a variety of office equipment, including computer, calculator and copier.
18. Maintains and keeps records and information in a confidential manner.
19. Researches and analyzes information for inclusion in reports.
20. Maintains Department staff members' attendance records.
21. Prepares travel/conference documentation as needed.
22. Arranging for facilities, equipment, catering, resource materials, and services for meetings, trainings and special projects.
23. Participates in District inservice programs.
24. Performs other duties as required.

QUALIFICATIONS GUIDE:

Knowledge of:

1. Correct English usage, spelling, grammar, punctuation and math.
2. Modern office methods, procedures and equipment, including receptionist and telephone techniques.
3. District policies, rules and regulations applicable to the location.
4. Principles of supervision and training.
5. Numerical, alphabetical and subject matter filing systems.
6. District data management systems and or software including Galaxy, Zangle, OARS, FileMaker Pro, and Excel.

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Ability to:

1. Prepare complex reports.
2. Perform a variety of secretarial work involving use of independent judgment and accuracy and speed.
3. Accurately post, check and maintain files and statistical records.
4. Relate well to a variety of individuals including students, parents and staff.
5. Proficiently operates standard office equipment including computer and related software programs.
6. Read, understand and explain technical policies and materials.
7. Coordinate the work of others.
8. Perform clerical work with frequent interruptions, but without continuous supervision.
9. Understand and carry out oral and written instructions.
10. Maintain cooperative working relationships with those contacted in the course of work.

TRAINING AND EXPERIENCE:

Equivalent to the completion of the twelfth grade, including courses in typing and office practices; previous computer experience highly desirable; four years of experience in typing and secretarial work preferably including experience in a school district; or any combination of training and experience that could likely provide the desired knowledge and abilities.

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. Typing 55 words per minute.
2. Computer experience highly desirable.

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PHYSICAL PERFORMANCE REQUIREMENTS:

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally will be less than twenty pounds.

LICENSES:

A valid California Motor Vehicle Operator's license.

SALARY:

Row 26 of the Classified Salary Schedule
246 Days/12 Months/8 Hours (Full-Time)

ADOPTED BY THE GOVERNING BOARD: September 13, 2007