

LEMON GROVE SCHOOL DISTRICT

CLASS TITLE: SCHOOL SECRETARY

DEFINITION:

Under the direction of a school principal, performs a variety of responsible general office, secretarial and clerical functions; assists the Principal with administrative details.

JOB RELATIONSHIPS:

Supervised by the school principal; has direct contact with schools and district staff, students, parents, community members, special agency representatives; works cooperatively with Health Clerk.

TYPICAL DUTIES:

Answer and place telephone calls, e-mail, receive visitors, refer inquiries and give approved information to the public. (E)

Process a variety of student related documentation such as registration, transfer notices and newsletters. (E)

Prepare site administrative and personnel files; prepare materials on substitute employees; issue and maintain room keys according to established policies and procedures. (E)

Maintain office supplies and assure appropriate levels for daily operations; requisition and distribute school supplies, materials and equipment as necessary according to established procedures. (E)

Plan the operation of the office to ensure efficient and prompt submission of reports, studies, letters, tabulations and other materials; formulate, organize and edit material originating in the office. (E)

Schedule appointments, interviews and meetings for the principal. (E)

Compose letter and memoranda. (E)

Perform clerical duties including word processing, duplicating, filing and typing. (E)

Monitor school budget expenditures related to inventory, petty cash, requisitions, supplies and equipment. (E)

Perform routine administrative details not requiring immediate attention of the Principal. (E)

Schedule the use of school facilities for meetings of students, staff and community. (E)

Operate and maintain a variety of office equipment such as personal computer, typewriter, copier, fax, school emergency and security equipment and related office equipment; communicate with district personnel or agencies regarding repair or maintenance of equipment. (E)

Maintain payroll documentation for certificated and classified personnel; prepare and maintain time cards and absence records; submit to appropriate District staff within required timelines. (E)

Exercise judgment in informing the immediate supervisor regarding information directed to the office during the principal's absence. (E)

Maintain payroll documentation for certificated and classified personnel; prepare and maintain time cards and absence records; submit to appropriate District staff within required timelines. (E)

Communicate with school staff and public regarding complaints, concerns or questions and provide information as requested. (E)

Performs other duties as assigned.

KNOWLEDGE OF:

Modern secretarial and administrative office practices and procedures including records maintenance and document processing.

Excellent letter composition, report writing and word processing skills.

Effective phone etiquette.

Operation of a variety of office machines and equipment including personal computer and a variety of software applications.

Correct English usage, spelling, vocabulary and grammar.

ABILITY TO:

Perform secretarial and clerical work for a principal in a school setting.

Type 65 words per minute.

Perform a variety of complex clerical and secretarial work.

Work independently in the absence of specific instructions or supervision.

Prioritize and reprioritize work assignments and tasks in a timely and effective manner.

Relate to employees and public in a positive manner.

Understand and give clear and concise information by phone, e-mail or in person.

Interpret and explain school and district policies, regulations and procedures.

Recommend and implement office procedures to meet changing school needs.

Organize and format written documents in a clear, concise and accurate manner.

EDUCATION:

Any combination of education, training and or experience which demonstrates ability to perform required duties. A qualifying background would include graduation from high school or equivalent, supplemented by courses in secretarial science, business or related field.

EXPERIENCE:

Three years increasingly responsible experience in secretarial or clerical work. Clerical or secretarial experience in school district desirable.

LICENSES AND OTHER REQUIREMENTS:

District pre-employment test.

Verification of typing speed of 65 words per minute.

Post offer physical examination and drug screen.

Fingerprint clearance from Department of Justice.

Current X-ray or tuberculin skin test before employment and every four years thereafter.

Current valid California Driver's License

ENVIRONMENT:

Office environment in school setting.

Constant interruptions.

Occasional contact with an angry or complaining parent or community member.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

Sitting for extended periods of time.

Lifting up to 25 pounds to transfer or box school materials.

HAZARDS:

Communicable diseases contact with blood-borne pathogen