

## LEMON GROVE SCHOOL DISTRICT

### **CLASS TITLE: PROGRAM SECRETARY**

### **DEFINITION:**

Performs a full range of secretarial support services

### **JOB RELATIONSHIPS:**

Works under the direction of the District Program Administrator and/or Site Administrator

### **REQUIRED DUTIES AND RESPONSIBILITIES:**

- Utilizes a computer to type correspondence, forms, reports, promotional and instructional materials including letters, memoranda, rosters, records, orders, and statistical data such as charts, graphs, tables, and budgets
- Sorts, screens, prioritizes, and routes incoming mail;
- Answers routine correspondence
- Coordinates and arranges meetings
- Maintains schedules of appointments and program calendars
- Collects and summarizes data or information as directed by staff
- Answers and screens telephone calls
- Provides information to callers or refers to correct party
- Enters purchase orders, orders supplies
- Maintains program attendance records
- Assists with administrative procedures
- Perform all duties with tact and professionalism, with emphasis on detail and exactness.

### **NON-ESSENTIAL DUTIES:**

Perform other duties as assigned.

### **KNOWLEDGE OF:**

- Modern office methods and procedures and use of computer and standard office equipment
- Reading and written English language skills
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Effective receptionist and telephone techniques
- Familiarity with word processing (Word), email (Outlook), and spreadsheet (Excel)

### **ABILITY TO:**

- Type at a net corrected speed of 50 words per minute
- Compose routine and specialized correspondence, bulletins, and reports, using proper grammar, spelling, and punctuation

- Perform arithmetic computations
- Learn pertinent district policies and procedures rapidly
- Operate standard office equipment including computers and related software applications
- Establish and maintain effective working relationships with parents, staff and the public
- Plan and organize work to meet schedules and timelines
- Maintain records
- Read and apply rules, regulations, policies and procedures
- Make sound recommendations and judgments

**EDUCATION:**

- Graduation from high school or equivalent

**EXPERIENCE:**

- One year of progressively responsible office/secretarial experience and training demonstrating the typical tasks listed above
- Work experience involving the use of computers for word processing and computerized recordkeeping is highly required

**LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:**

- Verification of typing at a net corrected speed of 50 words per minute is required at the time of examination
- Valid California Driver's License, functioning vehicle and appropriate insurance

**PHYSICAL DEMANDS:**

- Hearing and speaking to exchange information
- Seeing to perform assigned duties
- Sitting or standing for extended periods of time
- Dexterity of hands and fingers to operate computer keyboard and other office equipment
- Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies
- Lifting light objects and materials (up to 25 pounds)

Board approved: 11/13/2007