

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: HIGH SCHOOL SECRETARY

BASIC FUNCTION:

Under the direction of the Principal, serve as primary secretary to the Principal at a comprehensive high school, providing relief of administrative and clerical detail; organize office activities and coordinate flow of communications for the Principal; assure smooth and efficient office operations.

ESSENTIAL FUNCTIONS:

Serve as primary secretary to the Principal at a comprehensive high school, providing relief of administrative and clerical detail; perform shorthand, speedwriting or laptop dictation; compose independently or from oral instruction, correspondence, memoranda and reports.

Coordinate flow of communications between administrators, faculty, staff, students and the community; respond to inquiries and provide information to teachers, students and the public.

Receive, open, sort, screen and distribute incoming mail; independently compose replies not requiring personal response of the Principal.

Coordinate and schedule meetings and appointments; attend, take minutes and serve as recording secretary at assigned meetings.

Reserve substitutes for absent personnel; assure substitutes are prepared for instruction; assist substitutes in resolving issues; distribute keys and maintain appropriate records.

Maintain staff time records; prepare staff attendance reports and submit to payroll; maintain personnel, discipline and various other records and files; establish and maintain filing systems.

Prepare and print a variety of documents including special event programs, newsletters, flyers, handbooks and promotional materials.

Compile information and prepare and maintain a wide variety of data and reports according to established procedures and time lines.

Perform student health care functions, administer first aid; communicate serious injuries or illnesses to parents or appropriate personnel.

Train and provide work direction and guidance to clerical staff and student assistants as assigned by position; provide input regarding staff evaluations as requested.

Operate a variety of office equipment including a fax machine, copier and a computer and assigned software.

Assist with coordinating and overseeing special events and activities.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- School office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Terminology, processes and operations of assigned office or program.
- Record-keeping and report preparation techniques.
- Telephone techniques and etiquette.
- Applicable laws, codes, rules and regulations related to assigned activities.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Methods of collecting and organizing data and information.
- Business letter and report writing techniques.
- First Aid and CPR procedures.

ABILITY TO:

- Serve as primary secretary to the Principal at a high school.
- Provide varied and responsible secretarial and clerical support duties.
- Organize office activities and coordinate flow of communications.
- Operate a variety of office equipment including a computer and assigned software.
- Compose correspondence and written materials independently or from oral instructions.
- Establish and maintain a variety of filing systems.
- Work independently with little direction.
- Work confidentially with discretion.
- Prioritize and schedule work.
- Understand and work within scope of authority.
- Type at a minimum of 35 words per minute from clear copy.
- Take and transcribe dictation at an acceptable rate of speed.
- Maintain financial records.
- Train and provide work direction to others.
- Compile and verify data and prepare reports.
- Complete work with many interruptions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.

Administer first aid and CPR procedures.
Maintain consistent, punctual and regular attendance.
Move hands and fingers to operate a computer keyboard.
Hear and speak to exchange information in person and on the telephone.
Sit or stand for extended periods of time.
See to read a variety of materials.
Bend at the waist, kneel or crouch to file materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school supplemented by college-level course work in business, secretarial science or a related field and three years of secretarial experience involving frequent public contact.

LICENSES AND OTHER REQUIREMENTS:

Valid American Red Cross First Aid and CPR Certificate.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Constant interruptions.