

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: MIDDLE SCHOOL SECRETARY

BASIC FUNCTION:

Under the direction of the Principal, serve as primary secretary to the Principal at a middle 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 middle school, providing relief of administrative and clerical detail; compose independently or from oral instruction, letters requesting or providing information or dealing with routine matters.

Coordinate flow of communications between parents, students and the public; respond to inquiries and provide information to teachers, students and the public.

Perform receptionist duties; initiate and answer telephone calls; screen and route calls; provide information and assistance to callers; receive, open, sort, screen and distribute incoming mail; greet and provide information to visitors.

Arrange and coordinate school and community activities held at school; schedule and coordinate use of school facilities; distribute site keys; arrange travel reservations.

Maintain staff time records; prepare staff attendance reports; reserve substitutes for absent personnel; maintain personnel, correspondence and various other records and files; establish and maintain filing systems.

Compile information and prepare and maintain a wide variety of data and reports according to established procedures and time lines; input information into assigned computer database.

Prepare, maintain and process financial records related to the assignment; record expenditures and assist in monitoring assigned budgets; initiate purchase requisitions; maintain and reconcile petty cash account.

Type letters, reports, bulletins, memoranda, newsletters and other materials from straight copy, rough drafts or oral instructions.

Coordinate and schedule meetings, appointments and special events; attend and take minutes at assigned meetings; prepare for new school year; participate in student registration activities.

Perform student health care functions, administer first aid; communicate serious injuries or illnesses to parents or appropriate personnel; accompany students to the hospital as necessary.

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

Monitor inventory levels of school supplies, ordering replacements as necessary.

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

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.
- Financial 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.
- Budgeting practices regarding monitoring and control.
- 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 middle 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.
- 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 and four 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.