

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: SCHOOL SECRETARY, SPECIAL PROGRAMS**

#### **BASIC FUNCTION:**

Under the direction of an assigned administrator, provide varied and responsible secretarial and clerical support services to relieve the supervisor of administrative and clerical detail related to assigned special programs; organize office activities and coordinate flow of communications for the assigned supervisor; assure smooth and efficient office operations.

#### **ESSENTIAL FUNCTIONS:**

Provide varied and responsible secretarial and clerical support services to relieve the supervisor of administrative and clerical detail related to assigned special programs such as the Regional Occupational Program, Business Technology Training Institute, community service, child care providers and business partnerships.

Coordinate flow of communications between administrators, students and the public; assure administrator remains informed of special program activities; respond to inquiries and provide information to teachers, students and the public concerning site policies and procedures.

Coordinate and schedule meetings and appointments; maintain appointment and activity calendar for the administrator; reserve facilities; arrange travel reservations; prepare and maintain various confidential program documents and filing system; maintain staff time records and prepare staff attendance reports; reserve substitutes for absent personnel.

Process information and assist in preparing contracts, grant applications and related documents; type letters, reports, spreadsheets, rosters, bulletins, requisitions, schedules, contracts, records, forms and other documents from straight copy, rough drafts or oral instructions.

Compose letters and memos independently or from oral instructions; prepare school catalog, student handbook and related materials; assist in compiling and reporting budgetary data; compile information and prepare and maintain a wide variety of records and reports according to established procedures and time lines.

Assist administrator in coordinating business partnerships and related events; prepare presentation materials for meetings and conferences as assigned; prepare agendas and take minutes at assigned meetings; prepare and print programs, signs, nameplates and flyers for site events.

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; distribute campus keys.

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

Coordinate public service announcements and employment ads for certificated positions in newspapers.

Oversee the work of other clerical employees as directed.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- 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.
- Principles of training and providing work direction to others.

**ABILITY TO:**

- 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.
- Interpret, apply and explain laws, rules, regulations, policies and procedures.
- Learn terminology, processes and operations of assigned office or program.
- Work independently with little direction.
- Prioritize and schedule work.
- Understand and work within scope of authority.
- Type at a minimum of 35 words per minute from clear copy.
- Maintain records 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.
- 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 three years of clerical or secretarial experience involving frequent public contact.

**WORKING CONDITIONS:**

**ENVIRONMENT:**  
Office environment.  
Constant interruptions.