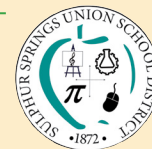


Sulphur Springs Union School District

Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School
Leona Cox Community School
Pinetree Community School

Fair Oaks Ranch Community School
Mint Canyon Community School
Sulphur Springs Community School

Golden Oak Community School
Mitchell Community School
Valley View Community School

SECRETARY

DEFINITION

Under direction, to plan and organize work flow and communication in a large, multi-functional department; to interpret and apply knowledge of policies, rules, regulations and procedures, programs and organization to specific situations and issues; and to do other related work as directed.

CLASS CHARACTERISTICS

Positions in this class are differentiated from the class of School Office Manager by the assignment to perform work which is equivalent in overall level of responsibility, but significantly different in context. The School Office Manager normally serves as an administrative secretary to a principal, public relations representative to the school community, office staff leader, and school services and records generalist in an environment of constantly changing priorities. The Secretary shares the administrative secretarial role and normally has more technically complicated and intricate work within a more narrow and specialized area. Work performed is often transmitted for Board approval or to governmental agencies based upon a review only of the final product. The work often involves extracting, scrutinizing, confirming, and compiling information provided by a broad range of sources. The Secretary usually works in an environment with fewer interruptions and less noise, but with a high level of sensitivity in communications, accuracy and timeliness which are characteristic of central administrative organizations. Positions in this class are assigned to a District-wide function, such as pupil services, and normally perform specialized work which requires an in depth understanding of difficult legal requirements, contract and/or program guidelines, and District policy. The work assigned usually brings the Secretary in contact with administrators and office professionals throughout the District to coordinate the flow of specialized department-related information and services to and from the schools.

EXAMPLES OF DUTIES

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

Organize and manage assigned work flow of a District-wide departmental office and/or program, assuring efficiency and quality of administrative support operations; relieve the department head and professional staff of responsible detail; plan, develop, improve, and implement processes to complete assigned projects and ongoing operations of the department office. Coordinate work of the office with other divisions and the schools; perform specialized administrative staff work and special assignments. Collect information, statistical data, and backup material; prepare and edit statistical, financial, and administrative reports for approval.

Prepare instructions and informational bulletins regarding processes and procedures; arrange for the distribution and collection of forms and materials; set deadlines for submission of materials; plan, organize, prepare, and assemble board agenda items and reports of the office; maintain follow-up files to ensure the timely submission of reports for board action.

Gather, compile and analyze data, enter data in computer/terminal/microcomputer using advanced database, text processing, desktop publishing, graphics, and specialized software; prepare records, data, and reports maintained in a variety of formats, such as tabular, graphic, statistical, and narrative; update,

print and distribute periodic reports, lists, and schedules.

Establish comprehensive files for each student served and each program administered by the department.

Answer and direct incoming telephone calls; serve as a receptionist and greet parents, staff, public, and others in departmental office; take messages for administration and staff; answer a wide variety of questions regarding departmental procedures, practices and policy; provide forms and assist in their completion.

Keyboard, edit, and proofread correspondence, psychological studies, IEP reports, meeting minutes, staff performance evaluations, contracts, bulletins, newsletters, handbooks, reports, forms, lists, labels, envelopes, flyers, programs, and other documents using typewriter and microcomputer; use advanced functions of text processing, database, and spreadsheet software; use specialized business (budget, purchasing, food services) and student software programs; enter data to microcomputer to maintain databases and generate documents and reports.

Complete a variety of forms such as work orders, IEP reports, psychological reports, Transportation Requests and purchase orders, following departmental and district processes to obtain services and materials and to receive and transmit information; contact vendors for pricing and delivery information; and plan processes for large projects.

Maintain records of departmental budget, income, and expenditures; and assist staff in completing travel and conference advance and reimbursement request forms.

Develop and maintain calendars and schedules, administrative appointments, interviews, and deadlines for specific processes; and schedule and coordinate meetings, conferences, appointments, and services.

Receive, sort, and distribute mail; order, receive, store, and distribute supplies and testing materials; conduct physical inventories; operate standard office equipment such as photocopiers, FAX, calculators, microcomputer, printer, postage meter, and other equipment; establish and maintain filing systems.

Serve on assigned committees and teams.

Participate in District mandated training and retraining programs.

Perform related work as required.

QUALIFICATIONS

Knowledge of:

Principles of office administration and systems, office technology and work flow.

Advanced office procedures, including filing systems, record keeping systems, business correspondence, and reporting formats.

Advanced computer terminal and microcomputer operating techniques related to administrative and financial record keeping, databases, text processing, reporting and presentations.

Budget administration.

English composition, usage, syntax, spelling, grammar, and punctuation.

Public relations and customer service principles and practices.

Business mathematics.

Modern office equipment and procedures.

Ability to:

- Plan and organize work, schedules, and procedures.
- Carry on several simultaneous assignments, with close attention to schedules and deadlines.
- Work independently, with little direction exercising good judgment in relieving the administrator of administrative details and communication.
- Read, interpret, explain, and follow rules, regulations, policies, and procedures.
- Keyboard at a level of proficiency required for successful job performance (approximately 50 words per minute from clear copy).
- Take and transcribe shorthand, machine, or keyboard dictation at a speed of approximately 90 words per minute (may be required of some positions in this class).
- Operate computer terminals, microcomputers and peripheral equipment and use of advanced functions of text, spreadsheet and database software with efficiency and accuracy.
- Develop and maintain effective records management systems.
- Establish and maintain automated and manual indexes and files.
- Work independently and confidentiality with confidential, privileged, and sensitive records, materials and information.
- Perform basic mathematics functions and maintain accurate financial and statistical records.
- Speak tactfully and courteously in English with staff and public and be sensitive to cultural, developmental, religious, and ethnic diversity of students and community.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination of training, education, and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is equivalent to completion of high school and three years of increasingly responsible administrative support work with at least one year of advanced office experience performing varied and responsible records management, reporting, and administrative secretarial duties in an automated office setting; or two years of experience in Sulphur Springs School District at or above the level of Office Specialist from which the candidate has gained the skills, knowledge, and abilities stated above. Completion of course work leading to an Associate of Arts major in secretarial science, office technology, or a closely related field is desirable and may be substituted for two years of the administrative support experience.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Sulphur Springs Union School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Human Resources Department for further information.

PHYSICAL DEMANDS

Vision: (which may be corrected)
Read small print
View a computer screen for prolonged periods

Hearing: (which may be corrected)
Understand speech over a telephone

Understand speech during a public meeting

ASSOCIATED TASKS

To Perform Tasks Such As To:
Read and prepare correspondence and reports
Maintain records and compose correspondence

To Perform Tasks Such As To:
Answer telephones, take messages, and schedule meetings
Take minutes and attend in-service meetings

Speech:

Speak with a level of proficiency and volume to be understood over a telephone

Speak with a level of proficiency and volume to be understood

Upper Body Mobility:

Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow

Extend arms to reach outward and upward

Use hands and arms to lift objects

Turn, raise, and lower head

Lower Body Mobility:

Sit for prolonged periods of 2 hours

Strength:

To lift, push, pull and/or carry objects which weigh as much as 5 pounds on a frequent basis

Environmental Requirements:

Constant work interruptions

Work independently

Work cooperatively with others

Work inside

Mental Requirements:

To read, write, understand, and apply moderately complex information

Math skills at a high school level

Comparing

Compiling

Coordinating

Judgment

Learn quickly and follow written/verbal procedures and standards

Decision-making

Rank information in order of importance

Listen

Write/compose at a moderate level

To Perform Tasks Such As To:

Answer telephones, take messages, and schedule meetings; discuss processes and procedures

Communicate with staff, sites, public, and vendors

To Perform Tasks Such As To:

Perform keyboard data entry; record information on manual records

Reach for reference materials

File and retrieve records

Look from computer screen to desk top

To Perform Tasks Such As To:

Compose correspondence and perform data entry

To Perform Tasks Such As To:

Pick up reference books, binders, and reports

To Perform Tasks Such As To:

Respond to telephone calls and answer questions from vendors, staff, and public
Perform all duties with limited supervision
Coordinate meetings and resolve problems; explain and gain compliance with program requirements

Perform all duties in an office setting

To Perform Tasks Such As To:

Prepare Board and budget reports; compose correspondence

Prepare budget and expense reports

Review reports for accuracy; screen documents

Gather data and prepare reports

Schedule meetings, reserve facilities, and schedule transportation

Maintain confidentiality of privileged information

Perform all duties without constant monitoring

Apply policies, regulations, and other standards in a wide range of circumstances
Accomplish duties in a timely and organized manner

Understand concerns of staff, public, and vendors; demonstrate/explain procedures

Understand and summarize messages; compile reports and correspondence