

CULVER CITY UNIFIED SCHOOL DISTRICT

CLASS TITLE: SECRETARY III – 12 MONTH

BASIC FUNCTION:

Under the direction of a Principal, perform a variety of complex and responsible clerical and secretarial duties to assure smooth and efficient school office operations and to relieve a secondary school Principal of administrative detail; serve as secretary to the Principal and coordinate communications between administrators, District and site personnel, parents, students and general public; input data into an assigned computer system and generate mandated and requested computerized reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of complex and responsible secretarial and administrative assistant duties to assure smooth and efficient school office operations and to relieve a secondary school Principal of administrative detail; maintain confidentiality of sensitive and privileged information.

Serve as secretary to the Principal; perform public relations and communication services for the Principal; schedule and arrange appointments, meetings, conferences and other events; maintain master calendar of events; independently compose letters, memoranda and other correspondence.

Receive and assist visitors; screen telephone calls for the Principal from the public, staff and parents; take and relay messages; exercise independent judgment in resolving a variety of issues and refer difficult issues to administrator as necessary; provide information and assistance related to District policies, procedures and regulations.

Input and update a variety of data into an assigned computer system; generate a variety of mandated and requested computerized records and reports related to assigned activities; assure the timely distribution and receipt of a variety of records and reports.

Prepare and maintain a variety of reports, records and files relating to students, personnel, operations, attendance, school visitors, medical activities, emergency drills, incidents and assigned duties; maintain staff attendance records and submit attendance reports for certificated, classified and substitute personnel.

Type from rough drafts or verbal instructions a variety of materials such as letters, forms, memoranda, requisitions, evaluations, lists, flyers and bulletins; duplicate materials as needed; process a variety of forms and applications.

Process payroll information for assigned school site staff including completion, review and submission of time sheets as directed; distribute paychecks and collect signatures as assigned; prepare related payroll documents as required.

Obtain substitute teachers as necessary; assure adequate coverage for teachers, administrators and staff; maintain related records.

Receive, sort, distribute and respond to incoming mail.

Train and provide work direction and guidance to assigned clerical personnel and student assistants; participate in the hiring process as directed.

Receive, type and distribute requests for maintenance and repairs and forward to appropriate District departments; follow-up on work orders to assure completion.

Maintain, distribute and account for school site keys; request keys as necessary.

Order, receive and maintain inventory of office and classroom supplies and materials; distribute classroom supplies to teachers as requested.

Assist with administering basic first aid to students and staff as assigned by the position; administer medications in accordance with physician instructions; notify parents of ill or injured students as needed.

Coordinate, schedule and attend a variety of meetings; prepare and send out notices of meetings; collect and compile information for meetings, projects and workshops; prepare agendas and take minutes as directed.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software; assist in maintaining office equipment as directed.

Prepare and disseminate a variety of packets and informational materials.

OTHER DUTIES:

Participate in student enrollment, attendance and registration activities as necessary; prepare, maintain and respond to requests for student records as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

School office terminology, practices and procedures. Modern office practices, procedures and equipment. Applicable laws, codes, regulations policies and procedures. District organization, operations, policies and objectives.

Record-keeping techniques.

Business letter and report writing techniques. Telephone techniques and etiquette.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary. Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Principles and practices of training and providing work direction. Basic math.

ABILITY TO:

Perform a variety of complex and responsible clerical and secretarial duties to assure smooth and efficient school office operations and to relieve a secondary school Principal of administrative detail.

Serve as secretary to the Principal and coordinate communications between administrators, District and site personnel, parents, students and general public.

Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.

Analyze situations accurately and adopt an effective course of action.

Answer telephones and greet the public courteously.

Type or input data at 50 words per minute from clear copy.

Compose correspondence and written materials independently or from oral instructions.

Work independently with little direction.

Maintain records.

Plan and organize work.

Train and provide work direction to others.

Compile and verify data and prepare reports.

Complete work with many interruptions.

Operate a variety of office equipment including a computer and assigned software.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Add, subtract, multiply and divide quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years of increasingly responsible secretarial experience involving public contact.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this classification may require possession of a valid First Aid Certificate issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.

HAZARDS:

Exposure to potentially volatile and emotional students and parents.