

SECRETARY I

DEFINITION

Under general supervision, perform a wide variety of clerical and secretarial work of average difficulty; relieve an administrator of clerical and routine administrative details; and do other related work as required.

EXAMPLES OF DUTIES

Serve as secretary, transcribing dictation regarding varied correspondence, memoranda, reports or other related materials; may independently compose and type routine memoranda and correspondence from brief verbal or written instructions which may deal with materials of a privileged or sensitive nature; establish and maintain numerical, alphabetical, and subject matter files which may contain highly sensitive and privileged material; act as receptionist, arranging appointments and meetings; answer the telephone and initiate outgoing calls; assist office visitors by making telephone inquiries, by answering questions pertaining to routine policies, regulations, operational procedures, or by referring those making inquiries to appropriate offices or personnel; compile information and prepare reports as required; may monitor student conduct in office areas frequented by students; may direct and instruct student helpers in the performance of clerical and office duties; review records, reports and data for accuracy, completeness and compliance with predetermined and standardized procedures; use data processing systems to prepare input data for a computerized record management storage and retrieval system, and utilize the output reports in the operational functions of the office to which assigned; maintain a variety of records and files, which may include student, financial and a variety of other related records and files; assist supervisor by following up on administrative or clerical detail, which may include contact with members of the educational community; may administer routine first aid to students and seek emergency assistance as necessary; operate a variety of standard office equipment, including dictation and transcription equipment; maintain payroll cards and prepare monthly report of personnel absences; assist teachers with their needs.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Standard office practices, procedures and techniques;
Correct English usage, spelling, grammar, punctuation and arithmetic concepts;
Standard office machines, computers, and equipment;
Various word processing and database software programs;
Effective reception and telephone techniques, correspondence and report writing and proofreading.

Ability to:

Learn and apply policies, regulations, and operational procedures;
Perform secretarial and clerical functions of average to above average difficulty with speed and accuracy;
Make arithmetical calculations with speed and accuracy;
Work proficiently with computers;
Establish and maintain data management, storage, and retrieval systems;
Understand and carry out oral and written directions;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students and community.

Skills:

Type at a rate of 40 words per minute from clear, legible copy. Transcribe accurately at a speed of 80 words per minute.

Proficient operation of electronic dictation equipment or the ability to learn quickly.

Capable operation of word processing equipment and/or computers.

EDUCATION AND EXPERIENCE

Education:

Equivalent to completion of the twelfth grade, including or supplemented by courses in secretarial skills and office machines.

Experience:

Two years of experience performing increasingly responsible clerical and/or stenographic duties.

REQUIRED LICENSES AND/OR CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California driver's license; qualify for insurability with the District's insurance carrier. A valid first aid certificate will be required for some assignments

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work may involve lifting objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate office equipment.

Pre-placement Physical: Class I