



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>SECRETARY</u>			
DEPARTMENT/SITE:	District Department	SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	21 per 2023-2024 Schedule
		WORK YEAR:	11/12 Months (240/260 Days)
REPORTS TO:	Assigned Administrator	FLSA:	Non-Exempt

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a wide variety of responsible clerical and secretarial duties to relieve assigned administrator(s) of routine details and ensure efficient office operations; greet and assist visitors. The incumbents in this classification assist in providing staff support in various programs which benefit students which directly supports student learning.

DISTINGUISHING CHARACTERISTICS:

The **Secretary** classifications perform a wide variety of responsible clerical and secretarial duties to relieve assigned administrator(s) of routine details and assure efficient office operations. **Administrative Assistant** classifications perform complex and responsible secretarial duties for an administrator of a large District-wide program.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Perform a wide variety of responsible clerical and secretarial duties involving frequent public contacts and requiring an understanding of a process or functional area at an assigned office; ensure smooth and efficient office operations.

Compose correspondence from oral instructions; type letters, forms, reports, memoranda, contracts, legal documents, agendas, records, requisitions, and other materials from straight copy, rough drafts or oral instructions; proofread and verify accuracy of documents.

Greet and assist students, faculty, staff, parents and others; schedule and coordinate meetings, appointments and conferences as needed; prepare meeting agendas as directed.

Initiate and receive telephone calls; screen and route calls; take and relay messages; explain organizational policies and procedures; resolve issues as appropriate; receive, route and distribute mail.

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

Compile information and prepare and maintain a variety of records, logs and reports related to assigned office and activities; establish and maintain filing systems; process a variety of forms and applications; duplicate materials as needed.

Maintain designated budgets and ensure assigned accounts are accurate and expenditures are within federal or State requirements as assigned.

Communicate with administrators, personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns related to office operations, activities, policies and procedures.

Organize teacher training workshops as assigned; make room reservations, prepare flyers, register participants and other related activities; ensure adequate supplies and materials for workshops as directed.

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

Monitor inventory levels of office supplies, materials and equipment; order, receive and maintain inventory of supplies, materials and equipment as directed; estimate and order materials related to an assigned program such as testing materials and related paperwork.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Terminology, practices and procedures of the assigned office.

Modern office practices, procedures and equipment.

Applicable laws, codes, regulations, policies and procedures.

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.

ABILITY TO:

Perform a wide variety of responsible clerical and secretarial duties involving frequent public contacts and requiring an understanding of a process or functional area at an assigned office.

Greet and assist visitors.

Ensure smooth and efficient office operations.

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

Learn organizational operations, policies and objectives.

Determine appropriate action within clearly defined guidelines.

Answer telephones and greet the public courteously.

Keyboard or input data at an acceptable rate of speed.

Compose correspondence and written materials independently or from oral instructions.

Work independently with little direction.

Maintain records.

Plan and organize work.

Compile and verify data and prepare reports.

Maintain confidentiality of sensitive and privileged information.

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.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school graduation or equivalent supplemented by clerical/secretarial training and two years of progressively responsible clerical/secretarial experience involving public contact in a large organization.

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.

Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

CLEARANCES:

Criminal Justice Fingerprint / Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: 12/91; Rev. 6/94, 07/00, 03/02; 06/11 (Ewing)

Revised (EH&A / MGT Consulting) PC: 02/24, GB: 03/24