

## SCHOOL SECRETARY I

### **DEFINITION**

Under general supervision, to perform a variety of clerical duties pertaining to the establishment and maintenance of automated and manual student records, student course schedules, pupil enrollment, and attendance records; to provide secretarial/clerical assistance; and to provide information and assistance to students, staff, parents, and the public.

### **DISTINGUISHING CHARACTERISTICS**

This is the first level class in the School Secretary series. Employees within this class perform responsible secretarial and general administrative support duties as assigned, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the School Secretary II in that the latter performs the most difficult and responsible secretarial types of duties assigned to classes within the series including providing responsible and complex administrative support to assigned school management staff, whereas positions assigned to the School Secretary I level provide general office/secretarial support for the assigned school site.

### **EXAMPLES OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Performs a variety of secretarial and clerical work including filing, record-keeping, checking and recording information, and data entry.
2. Establishes and maintains confidential student files and records.
3. Receives and screens telephone calls and visitors, providing information on policies, procedures and regulations.
4. Schedules appointments for administrators.
5. Composes routine correspondence or prepares from rough draft.
6. Enrolls and registers new students.
7. Schedules appointments for independent study students.
8. Maintains an automated or manual registration and attendance program, including data entry, report generation, class lists and attendance documentation.
9. Reviews student registration information for accuracy and completeness.
10. Enters and updates student demographics, test results, grades, and class schedules in an automated data base and permanent record cards.
11. Reviews attendance records and contacts parents/guardians/students to verify absences.
12. Sends, receives and traces student records and official transcripts.
13. Processes student schedule changes.
14. Assists with the collection and recording of grades for new and departing students.
15. Compiles student record information and prepares reports and summaries.
16. Schedules parent/teacher conferences.
17. Prepares correspondence, announcements, certificates, school programs, and other materials, utilizing a personal computer or typewriter.
18. Receives and issue books and instructional supplies.
19. Assists sick and injured students contacting emergency assistance or parents when necessary.
20. With appropriate authorization, dispenses medication to students.
21. Performs other related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Modern office methods, procedures, and practices including receptionist and telephone techniques; methods and techniques of filing and record keeping; methods and techniques of public relations; correct English usage, spelling, grammar and punctuation; correspondence and report writing; office equipment including personal computers and supporting software applications.

### **Ability to:**

Perform a variety of clerical work with speed and accuracy; complete assignments effectively with frequent interruptions; collect, compile, and maintain accurate reports and files; operate office equipment including computers, typewriter, and calculator; type or enter data at a speed necessary for successful job performance; independently compose correspondence and other materials; maintain confidentiality; communicate effectively, both orally and in writing; have an understanding and appreciation of human diversity; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

### **Education/Experience:**

Any combination equivalent to: Completion of twelfth grade; and two years experience in general clerical work including the use of computers.

### **License/Certificate Requirement:**

Possession of a valid California Driver's License.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.