



STOCKTON UNIFIED SCHOOL DISTRICT

CLASS TITLE: HIGH SCHOOL SECRETARY

BASIC FUNCTION:

Receives general supervision from a school Principal at a high school to perform a variety of complex and responsible clerical and secretarial duties; oversee the clerical support functions of the school office; and perform related duties as assigned. May exercise functional supervision over clerical positions and student service in assigned area of responsibility.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Act as receptionist; screen calls and visitors, and refer inquiries as appropriate.

Explain District and school policies and procedures in person or by phone; assist students, parents and teachers.

Make appointments and arrange conferences and meetings as directed by an administrator.

Compose routine correspondence and independently prepare correspondence not requiring administrator's personal attention.

Type a variety of material from rough draft or verbal instructions.

Transcribe dictation from rough draft, or dictaphone recordings as assigned.

Perform routine personnel, budget, and payroll functions; order, receive, and store a variety of office and school supplies.

Gather, organize, and prepare information for reports.

Initiate and maintain a variety of files and records of information such as payroll, budget, and personnel; maintain records of vacation time and sick leave taken by classified staff.

Maintain various financial and statistical records.

Verify, balance and adjust accounts; post, assemble, and tabulate the school budget and categorical budgets.

High School Secretary – Continued

Maintain financial records of cash transactions and receipts issued; rebate monies to accounting.

Administer first aid to students as necessary.

Maintain control of keys for the entire school.

Required to operate a personal computer for the purpose of word processing, data entry, and/or database inquiry.

Maintain site, room and computerized inventory of furniture, equipment, and instructional materials.

Maintain regular and prompt attendance in the work place.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- English usage, spelling, grammar, and punctuation.
- Modern school office methods, procedures, and equipment.
- Business letter writing techniques.
- Record keeping principles and procedures.
- Rules, regulations, laws and policies governing the District.
- Principles of supervision, training and performance evaluation.
- Bookkeeping and accounting procedures.
- Oral and written communication skills.

ABILITY TO:

- Learn the procedures and operating details of the school to which assigned.
- Interpret and apply District and school policies, laws, and rules.
- Establish and maintain effective working relationships with staff, students and the general public.
- Type at a speed of 45 words per minute.
- Transcribe dictated material by using any appropriate skills such as transcriber or speed writing.
- Perform mathematical calculations quickly and accurately.
- Work independently in the absence of supervision.
- Analyze situations carefully and adopt effective courses of action.
- Compile and maintain complex and extensive records and prepare reports.
- Understand and carry out oral and written directions.
- Train assigned staff.
- Communicate effectively, orally and in writing.
- Assist with training clerical staff as assigned.
- Physical capability sufficient to perform job tasks.

High School Secretary – Continued

- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to completion of the twelfth grade and three years of broad and varied experience required in secretarial or clerical work, preferably including at least one year in a school district at the secondary level.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

PHYSICAL DEMANDS:

Employee in this position must have/be able to:

- Enter data into a computer terminal/typewriter and operate standard office equipment.
- Sit for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Lift and/or carry up to 25 lbs at waist height for short distances.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.

HAZARDS:

Possible exposure to blood-borne pathogens

Board Adopted: 1/11/05
CSEA Chapter 821
Salary Range: 41