

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

03/13/03

**TITLE: SECRETARY III**

**QUALIFICATIONS**

Knowledge of

1. Correct English usage, spelling, grammar, punctuation, accounting terminology and math.
2. Data processing equipment, to include a working knowledge of applications software, hardware specifications, and training requirements.
3. Financial recordkeeping methods and practices, school district budgeting methods and processes as well as school accounting codes and other relevant laws and regulations.
4. Numerical, alphabetical, and subject matter filing systems; business math, ledger, statistical and recordkeeping procedures.
5. Organization and operation of a public school district administrative office.
6. Principles of proper letter composition, correspondence, and report writing.
7. Receptionist and telephone techniques, modern office methods and procedures, letter and report writing.
8. State laws and district policies, rules and regulations pertaining to school accounting and recordkeeping requirements and standards, general accounting, bookkeeping principles and procedures applicable to assigned areas of responsibility.
9. Safety rules and regulations for this position.

Ability to

1. Analyze situations and take appropriate action in a variety of procedural matters without immediate supervision.
2. Answer telephone, take messages, and/or provide information in a courteous manner.
3. Be a productive and active team member.
4. Communicate effectively and tactfully in both oral and written form.
5. Establish and maintain a variety of record keeping, reference, and data collection systems.
6. Establish and maintain effective rapport with students, parents, and community members.
7. Establish and maintain effective work relationships with those contacted in the performance of required duties.
8. Follow designated safety regulations associated with this position.
9. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public and staff relations.
10. Learn and follow the operations, procedures, policies, and requirements of an assigned program or operational unit.
11. Maintain the security and confidentiality of specified records and information.
12. Operate a variety of modern office equipment such as calculator, facsimile, copy machine, computer terminal, printer, etc. with speed and accuracy.
13. Perform a variety of complex clerical and secretarial duties at the Director-level or above involving use of independent judgment and requiring accuracy and speed.
14. Perform above average mathematical calculations with speed and accuracy.
15. Perform assigned work without continuous supervision.
16. Perform clerical work with frequent interruptions but without continuous supervision.
17. Present and maintain a pleasant appearance and demeanor.
18. Prioritize and coordinate workflow and timeliness for self and others.
19. Provide leadership and direction to other secretaries and/or clerks in the area assigned.
20. Read and understand technical policies and materials.
21. Type/keyboard accurately at a rate of sixty (60) words per minute.
22. Use personal computer (PC) and related software programs to include word processors and spreadsheets.
23. Work successfully with diverse groups of people. Provide work direction and guidance to other employees.

Training and Experience

1. Equivalent to the completion of the twelfth (12th) grade, supplemented by courses in office practices and computer programs. Preferably (2) years of college education.
2. Four (4) years of increasingly responsible experience in office clerical work, preferably including experience in a school district accounting; or any combination of training and experience that could likely provide the desired knowledge and abilities.
3. Has working knowledge of word processing and spreadsheet software.
4. A work history demonstrating dependability and reliability good attendance.

**REPORTS TO:** Assigned Administrator

**JOB GOAL:** To assist the assigned administrator in the administration of assigned areas by performing a variety of complex and responsible secretarial, accounting and routine administrative support functions. Duties listed are typical in the class; however, no one position will necessarily include all the functions.

**ESSENTIAL FUNCTIONS**

1. Acts as secretary to the assigned administrator; performing a wide variety of complex and responsible clerical and secretarial duties as well as relieving the assigned administrator of routine administrative functions.
2. Administrates the Sub-Finder System for assigned department. This includes checking the system for accuracy, inputting departmental absences as required, signing substitute time sheets, and inputting budget information.
3. Analyzes situations and takes appropriate action in a variety of procedural matters without supervision; including, but is not limited to financial, purchasing, personnel and work order issues.
4. Assists administrators in calculating financial projections and budget planning.
5. Assists in budget planning and departmental financial issues.
6. Assists in maintaining communication and rapport among the administrator's office, district staff and the public.
7. Assures that all accounting chargebacks are correct and valid.
8. Attends to administrative details as directed by the administrator.
9. Collects refunds and assures that they are abated into the correct accounts or credited to the correct purchase orders.
10. Compiles and maintains records and files.
11. Compiles and types into appropriate format Board of Education agenda items and documents along with typing and maintaining confidential reports.
12. Compiles reports, handbooks, and special projects from a variety of sources.
13. Computes, verifies, balances and adjusts/corrects accounts, records, information and data requiring independent judgment based on established procedures and policies.
14. Establishes and maintains a variety of record keeping, reference, and data collection systems.
15. Follows district policies and procedures as well as assist and educate departmental employees with district policies and procedures. This includes financial, budget, attendance, reimbursement, expenditure and purchasing rules and regulations.
16. Handles all manners in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
17. Independently composes correspondence on a wide range of subjects, requiring knowledge of procedures and policies of the school or department.
18. Knows and understands the Mission and Core Values of the Murrieta Valley Unified School District.
19. Maintains and prepares records and reports related to payroll for school district employees including time sheets, personnel transactions, attendance reports, etc., and sends to payroll in a timely manner.
20. Maintains confidential files and appointment schedule for assigned administrator; setting up and arranging meetings and other functions.
21. Maintains, monitors and records expenditures; reconciles ledger printouts, and posts expenditures to budget sheets.
22. Ensures that expenditures are charged to the appropriate budgets and that such expenditures are allowable under State Education Code rules and regulations as well as those of the Murrieta Valley Unified School District.
23. Operates a variety of office equipment, including a computer, calculator, and copier.

**ESSENTIAL FUNCTIONS** (continued)

24. Operates personal computer to generate lists, update records, monitor expenditures, respond to requests, etc.
25. Orders supplies and equipment; maintains records of purchase orders, invoices and expenses to date.
26. Participates in district in-service training as required, attends workshops and conferences.
27. Performs other related duties as assigned to include, but not be limited to, the duties of an Administrative/Confidential Secretary on a temporary basis.
28. Processes forms, applications, documents, records and/or other paperwork in support of assigned office functions.
29. Provides accounting services essential to the preparation and control of assigned budgets.
30. Provides training to departmental and/or district personnel as assigned.
31. Responsible for assigned departmental budgets and calculates financial projections.
32. Responsible for the department's Petty Cash account.
33. Uses and understands complex financial software such as the District's Financial System.

**OTHER FUNCTIONS**

1. Acts as a resource person to site administrators, district employees, vendors, and the general public regarding general and specific information on the policies, procedures, and activities of assigned school site or department.
2. Dispatches information to staff members to maintain constant communications.
3. Distributes materials and information to staff members and ensures timely responses.
4. Makes travel arrangements for department administrators and employees as needed.
5. Searches records and files to prepare assigned reports and summaries.
6. Takes and transcribes dictation or uses dictation equipment for a wide variety of subjects, including information of a confidential and sensitive nature.

**PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
8. Able to carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
9. Able to push and pull objects weighing up to thirty (30) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
18. Able to operate a motor vehicle in a safe and effective manner.

**SPECIAL REQUIREMENTS**

1. Must use safety equipment and devices designated for this position.
2. Possession and maintenance of a valid State of California driver's license desirable.

**TERMS OF EMPLOYMENT:** Twelve-month workyear  
Classified bargaining unit member

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The assigned administrator will complete the evaluation.

Approved by: Board of Education Date: March 13, 2003

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A  
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN  
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**