

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION
TITLE: HIGH SCHOOL SECRETARY

3/13/03
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QUALIFICATIONS

Knowledge of

1. Correct English usage, spelling, grammar, punctuation, and math.
2. District records, reports and procedures relating to enrollment, attendance, registration, student records, time reporting, personnel, and data processing.
3. Financial record keeping methods and practices.
4. Numerical, alphabetical and subject matter filing systems.
5. Organization and operation of a public school district administrative office, and public and staff relations.
6. Principles of proper letter composition, correspondence, and report writing.
7. 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. Be a productive and active team member.
3. Communicate effectively and tactfully in both oral and written form.
4. Establish and maintain a variety of record keeping, reference, and data collection systems.
5. Establish and maintain effective rapport with students, parents, and community members.
6. Establish and maintain effective work relationships with those contacted in the performance of required duties.
7. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
8. Learn and interpret specific rules, laws, and policies and apply them with good judgment in a variety of procedural situations.
9. Learn new procedures rapidly.
10. Maintain a pleasant appearance and demeanor.
11. Operate a variety of office equipment such as calculator, transcriber, copy machine, computer terminal, printer, etc. with speed and accuracy.
12. Perform a variety of complex secretarial and technical work using independent judgment requiring accuracy and speed.
13. Perform assigned work with frequent interruptions but without continuous supervision.
14. Perform mathematical calculations with speed and accuracy.
15. Prioritize and coordinate workflow and timeliness for self and others.
16. Provide guidance and leadership to classified office staff.
17. Read, understand and explain technical policies and materials.
18. Type accurately at a rate of 60 words per minute.
19. Use computer and related software programs to include word processors and spreadsheets.

Knowledge of (continued)

20. Work independently and maintain high standards of workmanship, including maintenance of confidentiality.
21. Work successfully with diverse groups of people.

Training and Experience

1. A work history demonstrating reliability and good attendance.
2. Equivalent to the completion of the twelfth (12th) grade, supplemented by courses in office practices and computer programs.
3. Three (3) years of increasingly responsible office experience, preferably including experience in a public school district; or any combination of training and experience that could likely provide the desired knowledge and abilities.

SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position.
2. Some positions in this class may require individuals who can read, write, and/or speak a secondary language.
3. Possession and maintenance of a valid California Driver's License desirable; have an acceptable driving record; and be insurable at standard rates by the District's insurance carrier and maintain such insurability during the course of employment.

REPORTS TO: Site Principal

JOB GOAL: To assist the principal in the administration of a high school by performing a variety of complex and responsible secretarial and routine administrative support functions; coordinate the workflow and activities processed through the school's central office and serves as school office manager.

ESSENTIAL FUNCTIONS

1. Acts as a resource person to teachers, students, parents, and the general public regarding general and specific information on the policies, procedures, and activities of assigned school site.
2. Acts as secretary to a high school principal and other school administrators; performing a wide variety of complex and responsible secretarial duties as well as relieving the school principal of routine administrative functions.
3. Compiles and maintains records and files.
4. Compiles reports, handbooks, and special projects from a variety of sources.
5. Coordinates and prioritizes the office staff, activities, and operation of a school office.
6. Distributes materials and information to teachers, students, and other staff members and ensures timely responses.
7. Follows district policies and procedures.

ESSENTIAL FUNCTIONS (continued)

8. Independently composes correspondence on a wide range of subjects, requiring knowledge of procedures and policies of the school.
9. Knows and understands the Mission and Core Values of the district.
10. Maintains confidential files and appointment schedule for assigned principal; setting up and arranging meetings and other functions.
11. Obtains and gives out information concerning the operation and activities of the school requiring detailed and accurate knowledge of programs, policies, and procedures.
12. Operates a variety of office equipment, including a computer, calculator, and copier.
13. Participates in district in-service training as required.
14. Performs other related duties as assigned.
15. Prepares or oversees preparation of records and reports related to payroll for school employees including timesheets, personnel transactions, attendance reports, etc. and sends to payroll in a timely manner.
16. Prepares or oversees the preparation of rosters, newsletters, bulletins, letters, enrollment documents, monthly attendance sheets, registration forms, schedules, accident reports, etc.
17. Receives, relays, and appropriately disposes of information and material of a sensitive and confidential nature.
18. Requisitions or oversees the requisitioning of supplies.
19. Types and maintains a heavy volume of complex and confidential reports.
20. Types, maintains, and files employee evaluation and observation records and reports as required.

OTHER FUNCTIONS

1. May assist the principal with gathering/calculating budget requests and preparation of reports.
2. May maintain, monitor, and record expenditures; reconcile ledger printouts and post expenditures to budget sheets.
3. May order materials, supplies and equipment; inventories and logs upon arrival; maintain records of purchase orders, invoices and expenses to date.
4. May take and transcribe dictation or use 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 stand and walk.
5. Able to squat, twist, stoop, kneel, and bend.
6. Able to sit for sustained periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders.

PHYSICAL ABILITIES (continued)

8. Able to lift 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.

TERMS OF EMPLOYMENT: 220-days/11-months – employed in comprehensive high school by 4/29/03

215-days/11-months – new hirees and current continuation school secretaries. All employees effective 7/1/06.

Ten-, Eleven-, or Twelve-month employee
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 school principal or designee will complete the evaluation.

Approved by: Board of Education Date: February 11, 1993
Amended by: Board of Education Date: March 13, 2003

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

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