

TITLE: SECRETARY I

QUALIFICATIONS

Knowledge of

1. Organization and operation of a public school district administrative office, and public and staff relations.
2. Principles of proper letter composition, correspondence, and report writing.
3. District policies, rules, and regulations.
4. Correct English usage, spelling, grammar, punctuation, and math.
5. Numerical, alphabetical, and subject matter filing systems.
6. Receptionist and telephone techniques.
7. Basic financial record keeping methods and practices.
8. Safety rules and regulations for this position.

Ability to

1. Perform a variety of clerical and secretarial work involving use of independent judgment and requiring accuracy and speed.
2. Answer telephone, take messages, and/or provide information in a courteous manner.
3. Maintain the security and confidentiality of specified records and information.
4. Use personal computer (PC) and related software programs to include word processors and spreadsheets.
5. Perform mathematical calculations with speed and accuracy.
6. Type/keyboard accurately at a rate of 50 words per minute.
7. Establish and maintain a variety of record keeping, reference, and data collection systems.
8. Analyze situations and take appropriate action in a variety of procedural matters without immediate supervision.
9. Read and understand technical policies and materials.
10. Perform assigned work without continuous supervision.
11. Operate a variety of office equipment such as calculator, transcriber, copy machine, computer terminal, printer, etc. with speed and accuracy.
12. Communicate effectively and tactfully in both oral and written form.
13. Be a productive and active team member.
14. Work successfully with diverse groups of people.
15. Maintain a pleasant appearance and demeanor.
16. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
17. Learn and follow the operations, procedures, policies, and requirements of an assigned program or operational unit.
18. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Training and Experience

1. Equivalent to the completion of the twelfth (12th) grade, supplemented by courses in office practices and computer programs.
2. Two (2) years of increasingly responsible office experience, preferably including experience in a school district; or any combination of training and experience that could likely provide the desired knowledge and abilities.
3. Good work history and 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 and routine administrative support functions.

ESSENTIAL FUNCTIONS

1. Acts as secretary to the assigned administrator; performing a wide variety of responsible clerical and secretarial
2. Maintains confidential files and appointment schedule for assigned administrator; setting up and arranging meetings and other functions.
3. Types memos, correspondence, and other materials from clear, draft, or handwritten copy.
4. Assists in maintaining communication and rapport among the administrator's office staff, other district staff, and the public.
5. Establishes and maintains a variety of record keeping, reference, and data collection systems.
6. Analyzes situations and takes appropriate action in a variety of procedural matters without immediate supervision.
7. Compiles and maintains records and files.
8. Operates a variety of office equipment, including a computer, calculator, and copier.
9. Participates in district in-service training as required.
10. Follows district policies and procedures.
11. Knows and understands the Mission and Core Values of the district.
12. Performs other related duties as assigned.

OTHER FUNCTIONS

1. Orders materials, supplies and equipment; inventories and logs upon arrival; maintains records of purchase orders, invoices and expenses to date.
2. Compiles reports, handbooks, and special projects from a variety of sources.
3. 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.

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 work year
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 11, 1993
Amended by: Board of Education Date: March 11, 1999

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

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