

QUALIFICATIONS

Knowledge of

1. Correct English usage, spelling, grammar, punctuation, and math.
2. Data processing equipment, to include a working knowledge of applications software, hardware specifications, and training requirements.
3. Financial record keeping 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.
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. 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 record keeping 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. Handles all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public 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 office equipment such as calculator, facsimile, copy machine, computer terminal, printer, etc. with speed and accuracy.
13. Perform assigned work with frequent interruptions and without continuous supervision.
14. 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.
15. Perform mathematical calculations with speed and accuracy.
16. Prioritize and coordinate workflow and timeliness for self and others.

Ability to (continued)

17. Provide leadership, work guidance, and direction to other secretaries and/or clerks in the area assigned.
18. Read and understand technical policies and materials.
19. Type/keyboard accurately at a rate of sixty (60) words per minute.
20. Use personal computer (PC) and related software programs to include word processors and spreadsheets.
21. Work successfully with diverse groups of people.

Training and Experience

1. Equivalent to the completion of the twelfth (12th) grade, supplemented by courses in office practices and computer programs.
2. Three (3) 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. A work history demonstrating dependability and reliability with good attendance.

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 desired; 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: 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 complex and responsible clerical and secretarial as well as relieving the assigned administrator of routine administrative functions.
2. 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.
3. Analyzes situations and takes appropriate action in a variety of procedural matters without immediate supervision.
4. Assists in maintaining communication and rapport among the administrator's office staff, district staff, and the public.
5. Attends to administrative details as directed by the administrator.
6. Compiles, types, and maintains confidential records, reports, and files. Compiles reports, handbooks, and special projects from a variety of sources.

ESSENTIAL FUNCTIONS (continued)

7. Compiles and types into appropriate format Board of Education agenda items and documents.
8. Dispatches information to staff members to maintain constant, effective, and timely communications.
9. Distributes materials and information to staff members.
10. Establishes and maintains a variety of record keeping, reference, and data collection systems.
11. Follows district policies and procedures.
12. Independently composes correspondence regarding a wide range of subjects, requiring knowledge of procedures and policies of the school or department.
13. Knows and understands the Mission and Core Values of the district.
14. Makes travel arrangements for department administrators and employees as needed.
15. Maintains and prepares records and reports related to payroll for employees including time sheets, personnel transactions, attendance reports, etc., and sends to payroll in a timely manner.
16. Maintains confidential files and appointment schedule for assigned administrator; arranging and setting up for meetings, and other functions as required.
17. Operates a variety of office equipment, including a computer, calculator, and copier.
18. Operates the Sub-Finder System for assigned department. This includes checking the system for accuracy, inputting departmental absences as required, signing time sheets, and inputting budget information.
19. Orders supplies and equipment; maintains records of purchase orders, invoices, and expenses to date.
20. Participates in district in-service, attends workshops and conferences as required.
21. Performs other related duties as assigned.
22. Presents and maintains a pleasant appearance and demeanor.
23. Processes forms, applications, documents, records and/or other paperwork in support of assigned office functions.

OTHER FUNCTIONS

1. Maintains, monitors and records expenditures; reconciles ledger printouts, and posts expenditures to budget sheets.
2. 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.

PHYSICAL ABILITIES (continued)

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.

TERMS OF EMPLOYMENT: 12-month workyear, or
220-days/11-months as determined by department
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:	September 23, 1993
Amended by:	Board of Education	Date:	March 11, 1999
Amended by:	Board of Education	Date:	March 13, 2003
Amended by:	Board of Education	Date:	

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

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