

STAFF SECRETARY

BASIC FUNCTION:

Under the direction of District-level staff, perform a variety of responsible secretarial and clerical duties; organize and coordinate office activities and communications to assure efficient and timely completion of office and program projects and activities.

REPRESENTATIVE DUTIES:

- Perform a variety of responsible secretarial and clerical duties for an assigned District-wide program administered by program management personnel; organize and coordinate office activities and communications to assure efficient and timely completion of the assigned office's and program's projects and activities. **E**
- Coordinate communications for the supervisor; screen telephone calls, visitors, and mail; resolve complaints and routine issues as required; compose correspondence and respond to routine inquiries independently. **E**
- Initiate and answer telephone calls; explain office and program policies and procedures within the scope of authority; provide information of general or limited technical nature to staff, vendors, parents, students, and others. **E**
- Communicate with various agencies, vendors, community services, and the public to coordinate program and department operations and to provide and exchange information on behalf of the supervisor and staff. **E**
- Compile data from a variety of sources and organize into appropriate reports and formats; assist in organizing materials for distribution or for special projects; perform research as requested; prepare and process applications, invoices, purchase orders, travel requests and other documents related to assigned programs; inspect reports, records and other data for accuracy and completeness. **E**
- Assist with the development and maintenance of annual program budgets; prepare requisitions for office supplies; track budget printouts and inspect to verify accuracy of records; research and resolve errors or discrepancies. **E**
- Maintain a variety of complex and detailed files; maintain employee time sheets and other employee records; maintain confidentiality of records and information including information of a sensitive nature. **E**
- Participate in expulsion-related activities as assigned by the position. **E**
- Type reports, memoranda, schedules, lists, contracts, forms and other materials from straight copy, rough drafts or verbal instructions; complete a wide variety of documents, records, and reports related to special and on-going program or department operations and activities. **E**
- Maintain a variety of complex financial and statistical records according to established procedures and time lines; record purchases and expenditures; maintain current balances and transfer funds in accordance with approved procedures. **E**
- Operate office equipment, including a microcomputer, computer terminal, typewriter, FAX machine, and copier; enter data and maintain computer records; utilize word processing and other software as required. **E**
- Perform related duties as assigned.

KNOWLEDGE OF:

Modern office practices, procedures and equipment, including computer equipment and related software applications used by the District.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Financial and statistical record-keeping techniques.
Operation of office machines including computer equipment.
Basic research methods.

ABILITY TO:

Perform a variety of responsible secretarial and clerical duties.
Organize and coordinate office activities and communications to assure efficient and timely completion of office and program projects and activities.
Type 55 wpm net from clear copy; original certificate dated within 6 months is acceptable.
Operate a variety of office machines including typewriter, calculator, copier and computer equipment.
Compose correspondence independently or from oral instructions.
Perform financial record-keeping duties.
Learn, apply, and explain department, program, and District policies, procedures, and rules.
Establish and maintain effective working relationships with others.
Work independently with little direction.
Make arithmetic calculations quickly and accurately.
Meet schedules and time lines with frequent interruptions.
Plan and organize work.
Work confidentially with discretion.
Maintain records and prepare reports.
Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by course work in secretarial science or related field and three years of increasingly responsible clerical or secretarial experience involving public contact.

WORKING CONDITIONS:

ENVIRONMENT:

Office, warehouse or other environment.
Constant interruptions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer and office equipment.
Sitting or standing for extended periods of time.
Walking to various sites at the assigned school.
Kneeling and bending.
Reaching horizontally and overhead to retrieve and maintain files and to store supplies and records.
Lifting and carrying moderately heavy objects.
Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials.

11/14/96
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Range 18