

SCHOOL SUPPORT SECRETARY

BASIC FUNCTION:

Under the direction of an administrator, perform a variety of clerical and secretarial functions in support of a specific department or program such as transportation, business, curriculum, guidance, independent study, alternative education, registration, testing or attendance; provide information to students, parents and others regarding assigned program or activity.

REPRESENTATIVE DUTIES:

- Coordinate the assigned office acting as receptionist and primary contact and reference source for staff, students, parents and the public; provide information over the phone or in personal contacts with parents, students or school personnel as appropriate. **E**
- Assist visitors and substitute staff by providing information, passes, and directions to site-specific locations. **E**
- Prepare and process specialized forms, packets and information related to one or more assignment areas. **E**
- Compose letters, memoranda and bulletins as directed. **E**
- Schedule and coordinate meetings, appointments and conferences for the school administrator; maintain a master schedule as assigned. **E**
- Distribute and assist students with applications and forms; order forms as needed; issue permits and passes applicable to the assignments. **E**
- Participate in registration or enrollment activities for the school or assigned program as assigned; verify eligibility. **E**
- Prepare and maintain files related to students and staff as related to the program or department. **E**
- Assure timely communications between supervisor, staff, students, parents and the public; inform supervisor, teachers and others of events, dates, and other activities; open, screen and route mail. **E**
- Perform a wide variety of data entry techniques; type newsletters, reports, correspondence, instructional materials, agenda items and other forms and reports pertinent to the assignment from straight copy, rough draft or oral instructions; maintain handbooks as assigned. **E**
- Requisition, receive, store and distribute supplies and office materials; maintain materials and equipment inventory. **E**
- Operate a variety of office machines including typewriter, copier, computer terminal and others as assigned. **E**
- Provide work direction and guidance to student assistants as assigned.
- Attend a variety of meetings as assigned.
- Perform related duties as assigned.

KNOWLEDGE OF:

Office practices and procedures.

Terminology and procedures applicable to assigned program or activity.

Receptionist and telephone techniques and etiquette.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Applicable sections of State Education Code and other applicable laws.
Interpersonal skills using tact, patience and courtesy.
Operation of office machines including computer equipment.

ABILITY TO:

Perform and coordinate office, secretarial and clerical work in support of an assigned program.
Learn, interpret, apply and explain school and District policies, rules and objectives.
Work independently with little direction.
Understand and interpret rules and written directions and apply to specific situations.
Compose correspondence independently.
Perform duties effectively with many demands on time and constant interruptions.
Type 50 wpm net from clear copy; original certificate dated within 6 months is acceptable.
Establish and maintain effective working relationships with others.
Meet schedules and time lines.
Plan and organize work.
Maintain records and prepare reports.
Work confidentially with discretion.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of responsible clerical or secretarial experience.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this class may require bilingual skills.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching.

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