

FALLBROOK UNION HIGH SCHOOL DISTRICT
SECRETARY I
Position Description

BASIC FUNCTION:

Under direct supervision of certificated or classified supervisor(s), serves as secretary to one or more supervisors, performing a wide variety of complex secretarial, clerical, and technical support services.

If serving at Ivy High School or Oasis High School, is under direct supervision of site principal and serves as the general school secretary as well as secretary to the school principal.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Acts as general office secretary and as secretary to her/his supervisor(s), relieving the supervisor(s) of a variety of secretarial, clerical, and technical detail.
- Maintains the supervisor's calendar; schedules appointments, arranges meetings and conferences.
- Screens visitors and phone calls, receives mail and identifies and refers matters of priority.
- Obtains and provides information to students, staff, and the public where judgment, knowledge, and interpretation of policies, procedures and regulations, as well as school/office functions and programs are required.
- Makes decisions on procedural matters within the scope of the position's responsibility.
- Researches, composes, prepares, and assembles materials such as correspondence and summary reports.
- Collects, compiles and edits statistical and/or other diverse and specialized reports, manuals, and documents.
- Takes minutes of meetings and originates letters and memoranda.
- Coordinates the overall operation of the office.
- Designs and implements office records and filing systems.
- Maintains complex records and files related to students, personnel, budget, instructional programs, school operations, and other matters.
- Provides, as necessary, guidance, training, and technical support to office staff.
- Assures that established procedures are carried out efficiently.
- Assists in setting work priorities.
- Performs other related duties as required.

QUALIFICATIONS:

Knowledge of: Modern office methods and equipment, including letter and report preparation, data management, storage and retrieval systems; receptionist and telephone techniques; correct English usage, spelling, grammar, and punctuation; and computational methods.

Ability to: Perform difficult, complex, and confidential clerical and secretarial work independently and effectively; analyze sensitive situations and adopt an appropriate course of

action; assume responsibility and use good judgment in recognizing the scope of the position's authority; compose correspondence and other narrative material; assemble and compile data/information and prepare reports; maintain complex files and records; understand and carry out written and oral directions; read, understand, and retain a variety of policies, procedures, and technical written material and information; establish and maintain effective working relationships with those contacted during the course of work; type at an acceptable rate of speed and accuracy; operate a variety of standard office equipment, including microcomputers and computer terminals, utilizing a variety of software which will effect the functions of word processing, database management, and data presentations.

Experience and Education Required: At least three years of increasingly responsible school, district, or other office clerical or secretarial experience to include a combination of training and experience which provides the required level of knowledge and skill in technology and a variety of applications.

Qualified applicants will be given examinations, which may consist of: A general office proficiency assessment, an evaluation of training/experience, written performance and/or a qualifications appraisal interview.

Physical Requirements: Ability to sit and view a computer monitor for extended periods of time; dexterity of hands and fingers to repetitively operate a computer keyboard and other office equipment; visual ability (which may be corrected) to read printed matter and computer monitor display; ability to kneel and bend at the waist and to reach overhead, above the shoulders and horizontally to retrieve and store files and supplies; ability to move and/or lift objects up to 25 pounds

WORK ENVIRONMENT: Office environment

Supervisor:	Certificated or Classified Supervisor(s)
Work Year:	Varies by Assignment
Salary:	Range 16
Overtime Status:	Non-Exempt

Board Approved: 1-11-2010