

## **CLOVIS UNIFIED SCHOOL DISTRICT**

**Position: School Secretary III**

**Salary Grade: 19**

**Salary Schedule: Classified**

**Department/Site: School Site**

**Reports to/Evaluated by: Site Administrator**

**FLSA: Non-Exempt**

### **SUMMARY**

Under supervision, performs moderately complex secretarial and administrative support duties, including but not limited to reception, transcription of documents in established formats, administrative support to projects and programs, maintenance of document filing and retrieval systems, private student records, and basic record keeping. Provides administrative support to a Deputy Principal or equivalent leadership position that is integrating a related, yet unique sub-functions and teams.

### **DISTINGUISHING CAREER FEATURES**

School Secretary III represents the second in a three-level career path for secretarial and administrative support at a school site. The School Secretary I, performs secretarial duties requiring procedural knowledge of school site operations, secretarial skill, and the ability to work with student records. Advancement to School Secretary II requires senior-level secretarial skills, advanced knowledge of school site operations, and the ability to serve a Deputy Principal or equivalent leadership position that is integrating a related, yet unique sub-functions and teams. Advancement to School Office Supervisor is based on need, compliance with the qualifications of the position, and the ability to lead a team of site-based support staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plans, schedules, and performs a variety of secretarial and clerical work in support of an organization unit that integrates academic, student activity, or other assigned cluster/work teams.
- Performs administrative support that involves applying a working understanding of the functions and procedures of the division, with a basic understanding of functions and procedures of other divisions.
- Responds to inquiries and conveys information about programs and services provided by the organizational unit and district.
- Interprets and conveys policies and procedures, referring difficult or sensitive matters to the appropriate administrator.
- Organizes work by setting up business and academic calendars and cycles, then establishing and sequencing deadlines and/or time lines for projects, activities, and required submissions and reports.

- Coordinates and performs the administrative aspects of projects and events, integrating them with ongoing work routines.
- Receives walk-in guests and telephone inquiries from a variety of individuals including students, parents, and administrators.
- Initiates and receives telephone calls, provides information and resolves matters as appropriate, or routes calls as necessary.
- Provides information to visitors and/or other interested parties, and provides routine external liaison in one or more of a range of contexts.
- Provides information and assistance to school personnel or the public in a variety of matters requiring a detailed knowledge of rules, procedures, policies, precedents and activities.
- Provides administrative support to special processes such as, but not limited to curriculum, instruction, and assessment functions and committees, local advisory boards, and special interest group meetings. Prepares forms, revisions, and final documents to support proceedings. Provides administrative support to special projects.
- Conducts research of libraries, business transactions, official proceedings, employee and student records, statistics, and trends, etc., to compile reports for administration.
- Coordinates and schedules meetings as directed. Prepares schedules and informs participants, confirming dates and times.
- Establishes and maintains filing systems on a variety of subject matters.
- Compiles information from various sources to produce or assist with internal and external reports.
- Prepares and types a variety of forms. Accesses and enters information to student and administrative databases. May maintain specialized databases relevant to area of assignment. Works with students, enrolling in special programs, testing, coordinating special events etc. Prepares, assembles, maintains and updates calendars, schedules, lists, manuals, directories, and handbooks for distribution and use by others.
- Prepares informational packets for others to use in presentations and meetings.
- Prepares and types letters, memoranda, forms, reports, bulletins, handbooks, questionnaires, requisitions and documents with minimum direction.
- Reviews forms and materials for completeness, accuracy and conformance with established requirements.
- Maintains and monitors program or department budgets, including data entry and reconciliation procedures.
- Prepares and processes purchase orders, invoices, expense forms, claims, and payroll timesheets, verifying available funds and coding to proper budget category.

- Follows-up on approved purchases for delivery status, costs, and in the case of project-oriented services, work in progress and outstanding balances.
- Responds to requests for information of a specialized or confidential nature requiring the use of discretion and judgment in explaining regulations and procedures.
- Orders, stores and issues office supplies. Administers, scores, and files tests as assigned.
- Performs other duties as assigned that support the overall objective of the position.

## **QUALIFICATIONS**

- **Knowledge and Skills:** The position requires in-depth knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing sufficient to train other staff members. Requires a working knowledge of those activities associated with accounting, budget and payroll transaction processing, and statistical record keeping. Requires basic knowledge of laws, regulations, policies and procedures governing school operations and services including curriculum, instruction and assessment. Requires a working knowledge of personal computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, and database software used in education. Requires business mathematics skills to compute sums and basic statistics. Must be skilled in using and troubleshooting various standard office machines. Requires well-developed skill using the English language, grammar, spelling, punctuation, proofreading/editing, to prepare professional, esthetic correspondence. Requires sufficient human relations skills to present a positive image of the School, convey technical information to others, and use patience in dealing with a diverse population.
- **Abilities:** Requires the ability to perform all of the duties of the position efficiently and in an open environment with interruptions and distractions. Must be able to perform clerical and secretarial work with speed and accuracy. Must be able to learn, interpret, explain and apply knowledge of District, site, and department organization, operations, programs, functions and special department terminology when performing assignments. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to work cooperatively with staff, current and prospective students, external organizations, and the public using patience and courtesy. Requires the ability to use a personal computer to produce correspondence, promotional materials, layouts, and conduct research. Requires the ability to maintain confidentiality of private and sensitive information.
- **Physical Abilities:** The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to use microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced

rate, operate microcomputer, and to operate other standardized office equipment, requiring repetitive motions.

- Working Conditions: Work is performed indoors where minimal safety considerations exist.
- Education and Experience: High school diploma or equivalent, and college-level coursework in a general business discipline; supplemented by four (4) years progressively responsible experience providing administrative support in a school setting. Additional higher education may substitute for some experience.