

MENDOTA UNIFIED SCHOOL DISTRICT

Position: Secretary I
Department: Various School Sites/Program Offices
Reports To: Site/Program Administrator

FLSA: Non-Exempt
Classified

This job description is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.

GENERAL DESCRIPTION

Under direction of an assigned supervisor to perform skilled and responsible clerical and secretarial duties in support of the assigned department or program; Organize, coordinate, and participate in secretarial/clerical activities to relieve assigned supervisor(s) of routine details and assure efficient office operations.

ESSENTIAL DUTIES

- Perform responsible clerical and secretarial duties for assigned supervisor(s) and relieve them of routine administrative detail.
- Take and transcribe dictation of letters, memos, notices, bulletins, meetings, etc.
- Type correspondence, reports, bulletins, forms, flyers, certificates, memoranda, requisitions, and other materials.
- May be required to organize teacher training workshops including room arrangements, preparing flyers, completing consultant agreements, registering participants, etc.
- Prepare, organize, and assure adequate supplies and materials for planned workshops. Compile and type items and reports for the Governing Board agenda.
- Provide specialized information to visitors and callers regarding District, state, and county policies, procedures, rules and regulations.
- Respond to inquiries regarding department or program functions, applying procedures and/or policies as required.
- Complete and return necessary District forms and reports.
- Schedule meetings, appointments, conferences and travel, using discretion to conserve the supervisor's time.
- Maintain calendar of events. Coordinate communications for assigned supervisor, transmitting information as requested.
- Maintain records and filing systems including confidential, sensitive, and financial information. Order office supplies.
- Open, sort, and route mail.
- Operation a variety of office equipment such as typewriter, calculator, copier, computer and related software.
- Prepare and maintain records and reports including statistical reports for state and federal agencies. Research, compile, and organize materials and information as directed.
- Receive complaints/concerns and refer them to the appropriate personnel for resolution.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Modern office procedures, practices, and equipment.
- Proper telephone etiquette and letter and report writing.
- Basic research procedures
- Records maintenance, document processing, and filing systems.
- Proper English language usage, spelling and composition, grammar, punctuation, and vocabulary.
- Effective oral and written communication techniques.
- Operation of a variety of office machines and equipment.

- Financial and statistical record keeping methods.

ABILITY TO:

- Perform a variety of skilled and responsible clerical/secretarial duties in support of assigned department and/or program(s).
- Organize, coordinate, and participate in clerical/secretarial activities to relieve assigned supervisor of routine detail and assure efficient office operations.
- Take and transcribe dictation accurately at an acceptable rate of speed. Type at a corrected speed of 45 wpm.
- Learn and apply applicable policies, rules, and regulations.
- Conduct research and assemble data for the preparation of correspondence and reports.
- Maintain records and files.
- Communicate effectively, both orally and in writing.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others, utilizing tact, courtesy, and diplomacy.
Coordinate activities related to workshop presentations for large groups of individuals.
- Maintain calendar of events, schedule appointments, and provide required materials for events/appointments.
- Meet prescribed schedules and time lines.
- Operate a variety of office machines and equipment.

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent.
- Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent, including, or supplemented by, secretarial training and two years of progressively responsible clerical/secretarial experience in a large organization.

WORKING CONDITIONS

ENVIRONMENT:

- Employee in this position will be required to work indoors in a standard office environment.
- Employee comes into direct contact with students, staff and public.

PHYSICAL DEMANDS:

- Sit for extended periods of time
- Use of hands to finger, handle, or feel objects, tools, or controls.
- See and read a computer screen and printed matter with or without vision aides
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- Speak so that other may understand at normal levels and on the telephone
- Enter data into computer terminal, uses standard office equipment and operate a telephone.
- Stand, walk, bend over, stoop, grasp, reach overhead, push pull and move, lift and/or carry 0-20 pounds to waist height.

Reasonable accommodation may be made to enable a person with disability to perform the essential functions of the job.