Oak Grove School District

JOB TITLE: SECRETARY - BILITERATE

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform varied and responsible clerical and record keeping duties for a school site administrator and to assist in the day-to-day operations of an intermediate school office. Employees in this classification receive general supervision from a school site administrator or his/her designate and within a framework of policies and procedures. This job class provides journey level clerical/secretarial duties in support of routine but responsible administrative/school functions.

TYPICAL DUTIES

- Calls parents of absent students; verifying absence and collecting additional information as necessary
- Prepares regular attendance reports to District
- Answers telephone and receives visitors, students, parents, and staff members: taking and giving messages, answering questions, and/or referring inquiries to appropriate person(s) as necessary
- Posts and maintains a variety of records and files as assigned; applying specialized policies and procedures as required
- Receives and transcribes dictation for letters, reports, memos, and minutes
- Serves as liaison between a specified non-English speaking segment of the community and the department by interpreting and translating English/Spanish or English/and another language as specified by the District
- Translates and transcribes Spanish/English or English/and other designated language to provide written effective written communications between school, students, parents, and community
- Interprets and translates Spanish/English or English/and other designated language to provide effective oral communication link between school, students, parents, and community
- Types correspondence, memos, forms, reports, etc. from draft and final copy, and material for offset duplication
- Assists in training and supervising student helpers and volunteer aides
- Compiles and prepares statistical reports from established records
- Assists professional and other clerical staff members with job related functions as assigned
- Performs other related duties as required

MINIMUM QUALIFICATIONS

- Biliterate proficiency in English/Spanish or English/and other language as specified by the District
- Knowledge of proper office methods and procedures including telephone and receptionist techniques, correct letter and report writing

Revised and approved by the Board of Trustees August 9, 2001
MINIMUM QUALIFICATIONS (Continue)

- Knowledge of proper English grammar, usage, spelling, and punctuation
- Skill to understand and carry out both oral and written instructions
- Skill to read, write, and speak fluently in English and a second language as specified by the District
- Skill to understand, interpret, translate both oral and written information in English and other designated language
- Skill to type accurately at 50 words per minute from clear copy
- Skill to maintain a wide variety of efficient record keeping and filing systems
- Skill to gather data and prepare reports
- Skill to perform basic arithmetical calculations accurately
- Skill to operate standard office machines and equipment
- Skill to communicate tactfully and effectively in both oral and written form
- Skill to deal effectively with a wide variety of personalities and situations requiring tact, judgment, and poise
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties