

7.11

Linden Unified School District
Classification Specification

Bilingual Secretary I – Confidential
District Office

Classification: Classified

Salary Range: 3

Work Year: 12 month

FLSA Status: Non-exempt

Board Ratified

OVERALL RESPONSIBILITY

Under supervision of superintendent or designee, perform a wide variety of duties at the district level with special emphasis on telephone techniques and positive person-to-person communication; to perform specialized clerical work as back-up to regular secretarial/clerical personnel; to assist in matters related to employee / employer relations and perform all related duties as assigned.

SPECIFIC RESPONSIBILITIES:

Responsibility to:

- Handling incoming phone calls
- Providing initial personal contact for parents, students, community members entering the school/district office
- Providing routine information to staff and students
- Receiving all visitors, giving them information and other assistance as back-up to clerical staff
- Performing a variety of clerical work, including typing, proofreading, filing, checking, and recording information on records
- Sorting and filing documents and records data according to predetermined classifications
- Maintaining alphabetical index and cross-reference files
- Typing letters, memoranda, reports, and forms
- Making arithmetical calculations
- Duplicating materials, and operating a variety of office machines
- Receiving, sorting and distributing incoming and outgoing mail
- Assists with bus passes, translations, preparations, documentation, and collection of fees
- Receives complaints and concerns from staff and the public and resolves the problems whenever possible, referring the more complex problems to the appropriate personnel
- Composes routine memos and correspondence from brief verbal instructions or notes; screens incoming correspondence
- Receives and routes office correspondence
- Screens and proofreads materials for adherence to the rules and regulations of the district
- Prepares and distributes minutes as needed
- Maintains files, which may contain information of a confidential or sensitive nature
- Reviews documents, records and reports for accuracy, completeness and compliance with established procedures

- Maintains substitute teacher's applicable files and AESOP data base
- Responsible for petty cash fund; collects and accounts for money
- Requisitions supplies
- Assists in special projects as assigned
- Maintains and revises district forms annually
- Cross train in accounting, payroll and personnel

QUALIFICATIONS

Minimum Requirements:

Knowledge of:

- Correct English and Spanish usage, spelling, grammar, punctuation and composition
- Modern office methods, procedures and equipment, including receptionist and telephone techniques
- Operate a computer and knowledge of common office software
- Numerical, alphabetical, and subject matter filing systems; organization and collection of data
- Standard office machines
- Basic first aid as required by assignment
- Principles of supervision and training

Ability to:

- Perform clerical and secretarial work involving use of independent judgment and requiring accuracy and speed
- Proficiently operate standard office equipment
- Make mathematical calculations with accuracy and speed
- Post information, check records, file and alphabetize rapidly and accurately;
- Work efficiently under pressure with constant interruptions;
- Maintain records and prepare accurate reports;
- Compose correspondence in response to routine inquiries;
- Perform in situations requiring specialized knowledge, using tact and good judgment;
- Understand and carry out oral and written directions;
- Communicate effectively with students, public and staff;
- Maintain cooperative working relationships with students, staff and the public;
- Meet the public in situations requiring tact, diplomacy and discretion;
- Type at a net corrected speed of 40 words per minute

Education:

- High School Diploma or equivalent

Experience:

- Two years of experience in receptionist and clerical work; or any combination of training and/or experience that could provide the desired knowledge and abilities.

OTHER CHARACTERISTICS:

- Willingness to work overtime with additional pay
- Perform routine and repetitive work efficiently

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

- This type of work will involve walking, standing or sitting for extended periods.
- Stooping, squatting, kneeling, overhead reaching and repetitive bending may be involved frequently with this position.
- Perceiving the nature of sound, near, far, and color vision, depth perception, providing oral information, the manual dexterity to operate equipment, and handle work with various materials and objects are important aspects of this job.
- The employee must occasionally lift and/or move up to 25 pounds.
- Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee regularly works inside in an office. The noise level in the work environment is usually low to moderate.