

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

STAFF SECRETARY

DEFINITION

Under general supervision, to perform a variety of administrative support and secretarial work of above average difficulty for a department-head level administrator; to relieve administrator of responsible administrative detail; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class serve as the primary secretary and administrative assistant to the administrator of a high school or district office department. Incumbents are distinguished from the Office Specialists by the primary secretarial role, by a broader scope of work and by the increased responsibility for administrative detail.

EXAMPLE OF DUTIES

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- Plan and organize the flow of work in a departmental office, relieving administrator of routine detail.
- Answer telephone, take messages, transfer calls; answer a variety of specialized procedural and policy questions; respond to walkie-talkies; greet and direct students and public. E
- Use judgment in scheduling appointments and meetings. E
- Respond to emergency calls. E
- Communicate in person and by telephone with site staff, students, faculties, public, and vendors. E
- Enter specialized data in computer terminal/microcomputer; use advanced record processing and specialized software; update programs. E
- Keyboard reports, forms, correspondence, lists, labels, statements, envelopes, and similar documents. E
- Understand, interpret, and explain departmental procedures, program guidelines, mandates, and options to staff, students, and parents. E
- Create and maintain files. E
- Compose routine correspondence which requires understanding of departmental policy and standards. E
- Operate office equipment such as photocopier, calculator, computer terminal/microcomputer, keyboard, typewriter, and related equipment. E
- Open, sort, and distribute mail. E
- Take dictation of reports, correspondence, and related items and transcribe (some positions).
- Prepare summaries and minutes of meetings. E
- Take photocopies of documents, transmit, FAX, stuff envelopes, and prepare for mailing. E
- Inventory, receive, order, and stock supplies. E
- Keep staff attendance records, updated attendance information (some positions). E
- Keep master and activities calendars. E
- Obtain necessary signatures for documents, forms, reports, and program information. E
- Add and delete users on computer network.

- Call for service or maintenance for office equipment.
- Obtain and process PO's. E
- Schedule meetings, reserve facilities, coordinate registration, schedule transportation, and prepare notification information. E
- Review reports, data, correspondence, and bulletins for accuracy.
- Register students, compile class lists, gather and compile information in the preparation of program related reports (some positions). E
- Maintain confidentiality of privileged information. E
- Perform related work as assigned. E

* **Tasks statements coded with the letter "E" are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.**

QUALIFICATIONS

<p>Knowledge of:</p> <ul style="list-style-type: none"> • Standard office procedures, including filing systems, business correspondence, reporting formats and business telephone techniques; • Standard public relations techniques; • Modern office equipment; • English usage, spelling, grammar, and punctuation; • Business mathematics; • Operation of computer terminals and microcomputers for word-processing and record keeping; • Applicable state laws, district policies, procedures, and other regulations governing the program or area of assigned responsibility. 	<p>Ability to:</p> <ul style="list-style-type: none"> • Operate a microcomputer/computer terminal with efficiency and use keyboard accurately and efficiently (approximately 60 words per minute); • Take dictation accurately using shorthand or keyboard and transcribe accurately (approximately 60 Words per minute) (some positions); • Use standard office, spreadsheet and specialized software proficiently to design, format, edit, and manipulate data; • Compile and maintain accurate records; • Devise and adapt work procedures and records keeping systems; • Analyze situations and develop effective courses of action; • Work under stress of deadlines; • Adjust to frequent changes in work load, assignments, priorities, and policy; • Communicate effectively, both orally and in writing, displaying tact, patience, and judgment; • Proofread for correct spelling, grammatical and punctuation errors; • Retain and recall information; • Maintain confidentiality of sensitive or privileged information; • Understand and carry out oral and written instructions; • Establish and maintain an effective working relationship with those contacted in the course of work.
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TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledges and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is responsible clerical experience involving use of office automation; or one year of experience at or equivalent to the level of Clerical Assistant in MBUSD wherein the incumbent has acquired the knowledges and abilities listed above.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS	ASSOCIATED TASKS
Vision: (which may be corrected) Read small print View a computer screen for prolonged periods	To perform tasks such as to: Read and prepare correspondence Perform data entry and compose correspondence
Hearing: (which may be corrected) Understand speech over a telephone	To perform tasks such as to: Answer telephones, take messages, and schedule meetings
Speech: Speak with a level of proficiency and volume to be understood over a telephone Speak with a level of proficiency and volume to be understood	To perform tasks such as to: Answer telephones, take messages, and schedule meetings Communicate with staff, sites, public, and vendors
Upper Body Mobility: Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow Extend arms to reach outward and upward Use hands and arms to lift objects Turn, raise, and lower head	To perform tasks such as to: Perform data entry Reach for reference materials File and retrieve records Look from computer screen to desk top
Lower Body Mobility: Sit for prolonged periods of 2 hours	To perform tasks such as to: Compose correspondence and perform data entry
Strength: To lift, push, pull, and/or carry objects which weigh as much as 5 pounds on a frequent basis	To perform tasks such as to: Pick up reference books, binders, and reports

<p>Environmental Requirements:</p> <p>Constant work interruptions</p> <p>Work independently</p> <p>Work cooperatively with others</p> <p>Work inside</p>	<p>To perform tasks such as to:</p> <p>Respond to telephone calls and answer questions from vendors, staff, and public</p> <p>Perform all duties with limited supervision</p> <p>Work effectively with staff, students, and parents</p> <p>Perform all duties in an office setting</p>
<p>Mental Requirements:</p> <p>Read, write, understand, and apply moderately complex information</p> <p>Math skills at a basic level</p> <p>Comparing</p> <p>Compiling</p> <p>Coordinating</p> <p>Judgment</p> <p>Learn quickly and follow written/verbal procedures and standards</p> <p>Place information in order of importance</p> <p>Listen</p> <p>Write/compose at a moderate level</p>	<p>To perform tasks such as to:</p> <p>Explain districts and departmental policies</p> <p>Maintain time and absence records</p> <p>Review reports for accuracy</p> <p>Gather data and prepare reports</p> <p>Schedule meetings, reserve facilities, and schedule transportation</p> <p>Maintain confidentiality of privileged information</p> <p>Perform all duties without constant monitoring</p> <p>Accomplish duties in a timely and organized manner</p> <p>Understand concerns of students, staff, and parents</p> <p>Compile reports and correspondence</p>

Other Conditions of Continued Employment:

- Speak English at a conversational level
- Demonstrate fluency and literacy in English
- Participate in employer mandated training and retraining programs
- Comply with rules and regulations of the Classified Service and provisions of labor agreements

Adopted: 10.25/95

Retyped 2000 – A. Kahler
PR K. Hall 3.7.02