

## **MODESTO CITY SCHOOLS**

Job Description

JC 1569

### **PRINCIPAL'S SECRETARY II**

#### OVERALL RESPONSIBILITY

Under general supervision of the principal of a large elementary school (450 or more regular day and Special Day Class students), or junior high school, perform a wide variety of work requiring contact with the public, school site, and District personnel. Coordinate and provide supervision to clerical staff at the school.

#### SPECIFIC RESPONSIBILITIES

1. Sort all incoming information and inquiries to the appropriate school personnel.
2. Maintain an accurate record of certificated substitute assignments. Coordinate substitute assignments with District Code-A-Phone Clerk and site administrator. Issue needed substitute information.
3. Take minutes and type proceedings of various school meetings and conferences. Maintain office files including correspondence and confidential records
4. Distribute clerical work to clerical staff and monitor it to completion.
5. Serve as office manager in relation to clerical personnel.
6. Train and supervise clerical staff.
7. Assist site administrator in scheduling, preparing and completing certificated and classified evaluations.
8. Responsible for the maintenance and completion of employee attendance forms.
9. Maintain a school key inventory. Distribute and collect keys from school employees.
10. Prepare, reconcile and maintain site budgets.
11. Prepare and maintain student attendance and cumulative file records.
12. Address student health and welfare needs in the absence of the school nurse.
13. Order all school supplies and equipment.
14. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
15. Perform other related duties as assigned.

#### SALARY

Classified Unit Salary Schedule

#### QUALIFICATIONS

##### Knowledge/Ability

Minimum Requirements:

Ability to activate a personal computer and load software from a disk and/or CD-ROM.

Ability to enter requisitions, purchase orders and receipts into computer, and verify quantities and prices.

## **PRINCIPAL'S SECRETARY II (continued)**

### QUALIFICATIONS (continued)

#### Knowledge/Ability

##### Minimum Requirements:

- Knowledge of and ability to use e-mail and calendaring programs.
- Knowledge of and ability to use word processing, database and spreadsheet programs to develop and produce correspondence, reports, publications, presentations and projects.
- Ability to create and initiate a mail merge using a word processing program.
- Ability to access the Internet using a search tool or Web address to locate information, bookmark and print electronic information.
- Knowledge of letter and report writing techniques.
- Knowledge of modern office methods and practices.
- Ability to perform a variety of responsible tasks with speed and accuracy.
- Ability to perform basic arithmetic calculations with speed and accuracy.
- Ability to establish and maintain accurate records and files.
- Ability to operate modern office equipment (e.g. ten-key calculator, duplicating machine, fax machine, etc.)
- Ability to express initiative, adaptability and confidentiality.
- Ability to supervise and train clerical personnel.
- Ability to use correct English grammar, syntax, spelling and punctuation.
- Ability to compose correspondence, memoranda, bulletins and reports independently using correct English grammar, syntax, spelling and punctuation.
- Ability to understand and carry out oral and written instructions given in English.
- Ability to work cooperatively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.
- Knowledge of general first aid procedures, if assigned to a school site.

##### Desirable Qualification:

- Knowledge of school operation, policies, regulations and procedures.
- Knowledge of and ability to use graphics and desktop publishing programs to develop and produce correspondence, reports, publications, presentations and projects.
- Ability to analyze situations and take an effective course of action.

#### Experience

##### Minimum Requirement:

- One (1) year accounting, bookkeeping, clerical, secretarial experience performing general work tasks.

##### Desirable Qualification:

- Two (2) years accounting, bookkeeping, clerical, secretarial experience performing general work tasks.

#### Education

##### Minimum Requirement:

- Graduation from high school or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.

##### Desirable Qualification:

- One (1) year college course work or training in secretarial, clerical, bookkeeping, accounting, or general office procedures skills, including computer data entry.

#### License/Certificate

##### Minimum Requirement:

- Typing certificate evidencing an ability to keyboard at a net rate of 50 words per minute.

**PRINCIPAL'S SECRETARY II (continued)**

Physical Characteristics

With or without the use of aids:

Sufficient vision to read small print.

Sufficient depth perception to file documents.

Sufficient hearing to hear normal and telephone conversations.

Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations.

Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer keyboard, typewriter and other business machines.

Sufficient physical ability to sit or stand for prolonged periods of time.

Sufficient physical ability to reach horizontally and vertically with arms.

REPORTS TO:

Principal, K-6 or Principal, 7-8

Board Approved: 7/12/99

Revised: 5/10/02

Unit Approved: 5/10/02

Board Approved: 5/28/02