

JOB DESCRIPTION: PRIDE Continuation High School Secretary

BASIC FUNCTION: Under the direction of a school Principal, perform responsible and complex clerical and secretarial duties, assisting the Principal in the efficient operation of the school.

**REQUIRED: Bilingual – English & Spanish**

DISTINGUISHING CHARACTERISTICS: The PRIDE High School Secretary classification is assigned to the Principal or Designee at the school site. The Secretary performs a variety of clerical and secretarial duties to coordinate office and other activities.

REPRESENTATIVE DUTIES:

1. Coordinate a variety of office activities and communications; prepare and accurately maintain a variety of reports, records and files related to students, staff, operations and activities.
2. Serve as secretary to the Principal; receive and screen phone calls and visitors to the administrator's office; provide information and direct phone calls and visitors to the proper office; take and transcribe messages.
3. Type and compose correspondence independently from rough drafts or verbal instructions; type reports, memoranda, records, lists, orders, documents, statistical data and other written materials; assist in making revisions as necessary.
4. Submit time sheets to the administrator and District Office; maintain accurate attendance and personnel records according to established procedures and time lines.
5. Assist certificated and classified substitutes; prepare time sheets and release or retain substitutes at the end of the day.
6. Attend meetings and take minutes as directed; compile data, type and distribute minutes and various documents.
7. Perform research for Principal; collect and compile information; edit communications to parents, students, the community and staff; arrange for distribution.
8. Schedule appointments and maintain appointment calendar; schedule and arrange meetings and conferences.

9. Operate a variety of office machines including typewriters, copiers, dictaphones and computers and related equipment.
10. Requisition supplies and maintain inventory; maintain and monitor petty cash account.
11. Receive, screen and route and file mail and communications as appropriate, issue, monitor and maintain keys for the assigned school.
12. Receive and account for monies collected in conjunction with food service program, fund-raising and other activities; maintain financial records and billings as assigned.
13. Perform other duties as assigned.

#### KNOWLEDGES AND ABILITIES:

##### Knowledge of:

Functions and clerical operations of an administrative office.

Telephone techniques and etiquette.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Reading and writing communication skills.

Oral and written communications skills.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

District organization, operations, policies and objectives.

##### Desired Qualifications:

Perform and coordinate complex office, secretarial and clerical work involving independent judgment and requiring accuracy and speed.

Interpret and explain school and District policies, rules and objectives.

Understand and perform duties within scope of authority.

Establish and implement revised office procedures as needed and according to established guidelines.

Understand and interpret rules and written directions and apply to specific situations.

Compose correspondence independently.

Perform duties effectively with many demands on time and constant interruptions.

Establish and maintain effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Plan and organize work.

Train and provide work direction to others.

Maintain records and prepare reports

Work confidentially with discretion.

Mark arithmetic calculations quickly and accurately. Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Work independently with little direction.

Operate a variety of office machines.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: graduation from high school supplemented by courses in secretarial science or related business courses and three years increasingly responsible and varied secretarial and clerical or office management experience.

**WORKING CONDITIONS:** Continuation High School office environment; subject to many demands on time and constant interruptions.

Salary Range = 19