VALLEJO CITY UNIFIED SCHOOL DISTRICT
Human Resource Services
665 Walnut Avenue, Vallejo, CA 94592

JOB DESCRIPTION

SCHOOL/STAFF SECRETARY IV

<table>
<thead>
<tr>
<th>Title:</th>
<th>School/Staff Secretary IV</th>
<th>Reports To:</th>
<th>Site Manager or Designee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Academic Achievement &amp; Accountability (AAA)</td>
<td>Work Year:</td>
<td>260 Days per year</td>
</tr>
<tr>
<td>Classification:</td>
<td>Classified</td>
<td>Salary:</td>
<td>See Classified (CSEA) Salary Schedule</td>
</tr>
<tr>
<td>Date Approved:</td>
<td>January 2007</td>
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DESCRIPTION OF POSITION:
The School/Staff Secretary IV, under the direction of the high school principal or department head, performs the secretarial duties as required.

REPRESENTATIVE DUTIES:
- Answer and refer inquiries and give out approved information to the public and school personnel over the telephone and in the department or school office. E
- Exercise judgment in informing the immediate supervisor accurately regarding information directed to the office during his/her absence. E
- May supervise the activities of a small group of clerical employees. E
- If necessary, plans clerical work of the office as a means of insuring efficient and prompt submission of reports. E
- Check and verify receipt of supplies and equipment. E
- Collect and record receipt of all student moneys. E
- Use computers and a variety of word processing, database and spreadsheet applications proficiently. E
- Formulate, organize and edit material originating in the office. E
- Arrange meetings and interviews for supervisors. E
- Take and transcribe notes, compose letters and memoranda with minimal instructions. E
- Perform related duties as assigned.

EDUCATION AND EXPERIENCE:
- Graduation form high school or equivalent, including advanced courses in typing, stenography, computers and office practice.
- Four years of varied and progressively more responsible clerical experience including at least one year of computer use while performing secretarial duties for an administrative office.
- Experience in a school office desirable.

1 E = Essential duties as required under the American Disabilities Act
KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:
- Modern office methods, practices, and procedures including computer systems and software.
- Correct punctuation, spelling and grammar.
- Administrative records.
- Methods and techniques of work flow and the organization of clerical employees.
- Technology systems and a variety of word processing, database, and spreadsheet applications.

ABILITY TO:
- Work independently without specific instructions.
- Handle confidential material with discretion.
- Deal tactfully and effectively in person and on the phone.
- Transcribe notes rapidly and accurately.
- Type accurately at a rate of not less than 60 words per minute.
- Supervise other clerical employees.
- Give out information accurately over the counter and by telephone.
- Organize a group of clerical employees and work effectively with them.
- Work cooperatively with others.
- Use a variety of software and programs on the computer with proficiency.

PHYSICAL REQUIREMENTS: Frequency Key; None (1); Occasional - up to 25% of shift (2);
Intermittently - up to 50% of shift (3); Frequently - up to 75% of shift (4).

<table>
<thead>
<tr>
<th>Activity</th>
<th>Frequency</th>
<th>Activity</th>
<th>Frequency</th>
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<tbody>
<tr>
<td>Bend</td>
<td>2</td>
<td>Lift/carry 0-10 lbs</td>
<td>2</td>
</tr>
<tr>
<td>Twist</td>
<td>2</td>
<td>Lift/carry 11-25 lbs</td>
<td>2</td>
</tr>
<tr>
<td>Squat</td>
<td>2</td>
<td>Lift/carry 26-40 lbs</td>
<td>1</td>
</tr>
<tr>
<td>Kneel</td>
<td>2</td>
<td>Lift/carry 41-100 lbs</td>
<td>1</td>
</tr>
<tr>
<td>Climb</td>
<td>1</td>
<td>Stand</td>
<td>3</td>
</tr>
<tr>
<td>Reach above shoulder</td>
<td>2</td>
<td>Walk</td>
<td>3</td>
</tr>
<tr>
<td>Grip/Grasp</td>
<td>4</td>
<td>Sit</td>
<td>4</td>
</tr>
<tr>
<td>Extend/Flex Neck</td>
<td>3</td>
<td>Drive</td>
<td>2</td>
</tr>
<tr>
<td>Use Right Hand</td>
<td>4</td>
<td>Perform Repetitive Hand Motions</td>
<td>3</td>
</tr>
<tr>
<td>Use Left Hand</td>
<td>4</td>
<td>Keyboarding/Mouse Work</td>
<td>4</td>
</tr>
<tr>
<td>Ability to See</td>
<td>4</td>
<td>Ability to Hear</td>
<td>4</td>
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THE VALLEJO CITY UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex. The District is compliant with ADA requirements.

Approved by:  
Rose Peppin, Assistant Superintendent of HRS  
Date: 1-17-07