

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

JOB DESCRIPTION

STAFF SECRETARY IV (CONFIDENTIAL)

Title:	Staff Secretary IV (Confidential)	Reports To:	Department Manager or Designee
Department:	Various	Work Year:	260 Days per year
Classification:	Confidential	Salary:	See Confidential (Management) Salary Schedule
Date Approved:	January 2007		

DESCRIPTION OF POSITION:

The Staff Secretary IV under the direction of the Department Manager or designee, performs a variety of specialized and clerical work. The Staff Secretary IV assists with administrative matters requiring the knowledge of department policies and procedures, related to district rules and regulations. The Staff Secretary IV may also perform a variety of duties relating to recruiting, testing, and selection of applicants.

REPRESENTATIVE DUTIES:

- Perform a variety of responsible and specialized secretarial and clerical work to assist with work related to the department with major District wide impact. *E¹*
- Answer and refer inquiries and give out approved information to the public and school personnel over the telephone and in the department. *E*
- Plan, organize and coordinate office and department activities to assist with administrative matters requiring knowledge of department policies and procedures, related to district rules and regulations. *E*
- Formulate, organize and edit materials originating in the office, prepare Board agenda items and related materials. *E*
- Prepare minutes, letters, correspondence and memos, including materials of a confidential nature; prepare correspondence and memoranda independently or from oral instruction. *E*
- Schedule meetings appointments, and travel accommodations for the Director and other department staff; maintain the Director's calendar. *E*
- Prepare and maintain a variety of reports, lists and records related to assigned functions. *E*
- Calculate Equal Employment Opportunity statistics as required and prepare EEO Reports. *E*
- Perform a variety of duties related to recruiting, testing and selecting applicants. *E*
- Review applications for completion, accuracy and satisfaction with minimum requirements; enter data into computer terminal. *E*
- Maintain communications with applicants during the selection process and distribute correspondence according to established guidelines. *E*

¹ *E = Essential duties as required by the American Disabilities Act.*

- Use a variety of office equipment proficiently, including a personal computer and computer terminal, typewriter, copy machine. *E*
- Establish and maintain a variety of complex and confidential personnel records, lists, files and records. *E*
- Prepare requisitions, assuring correct budget numbers, requisition materials to assure adequate inventory of office supplies and equipment; prepare billings for services provided by the district to outside agencies and to the public. *E*
- Receive, open and screen incoming mail and independently compose replies according to established procedures. *E*
- Train and provide work direction to clerical personnel as assigned. *E*
- Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

- Graduation from high school or equivalent.
- Advance 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 officer.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Practices and procedures related to classified and certificated personnel.
- Modern office practices, procedures and equipment.
- Record-keeping techniques, filing systems and information management.
- District organization, operations, policies and objectives.
- Correct oral and written usage of English.
- Operation of office machines including proficiency on computer and computer programs and word processing applications.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communications skills.

ABILITY TO:

- Perform a variety of duties related to recruiting, testing and selecting applicants.
- Learn department and program objectives and goals.
- Perform a variety of responsible and technical clerical work in support of an assigned function or program.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Work independently with little direction.
- Plan and organize work.
- Meet schedules and timelines.
- Establish and maintain cooperative and effective working relationships with others.
- Perform duties effectively with many demands on time and constant interruptions.
- Maintain records and prepare reports.
- Give out information over the counter and by telephone.
- Considerable skill in handling confidential material and matters with discretion.

- Skill in dealing tactfully and effectively in person and on the phone.
- Understand and follow oral and written directions.
- Operate a variety of office equipment such as a typewriter, computer terminal, copiers and others as required by the position.

LICENSE AND OTHER REQUIREMENTS:

- Valid California driver's license.

WORKING CONDITIONS:

- Office environment; subject to constant interruptions and driving to various sites to deliver information and work.

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).

Activity	Frequency	Activity	Frequency
Bend	3	Lift/carry 0-10 lbs	4
Twist	3	Lift/carry 11-25 lbs	4
Squat	3	Lift/carry 26-40 lbs	3
Kneel	2	Lift/carry 41-100 lbs	2
Climb	2	Stand	4
Reach above shoulder	4	Walk	4
Grip/Grasp	4	Sit	4
Extend/Flex Neck	3	Drive	3
Use Right Hand	4	Perform Repetitive Hand Motions	4
Use Left Hand	4	Keyboarding/Mouse Work	4
Ability to See	4	Ability to Hear	4

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 in compliance with ADA requirements.

Approved by: Rose Peppin
 Rose Peppin, Assistant Superintendent of HRS

Date: 12/14/06