

PLUMAS LAKE ELEMENTARY SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Secretary I - Department
DEPARTMENT: Various
FLSA: Non-Exempt
REVISED:

REPORTS TO: Department Head
CLASSIFICATION: Classified
SALARY GRADE: 012
BOARD APPROVED:

BASIC FUNCTION:

Under general supervision of director, to perform highly skilled and responsible secretarial work. Relieves director of a wide variety of office and administrative duties by planning, organizing, supervising and participating in assigned office operations; assumes office management responsibilities; performs related work as required.

REPRESENTATIVE DUTIES: (incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

Performs technical and complex administrative support involving applications of a working understanding of the functions and procedures of the organization unit to which assigned, with a working knowledge of functions and procedures of other units.

Responds to inquiries and conveys information about programs and services provided by the organizational unit and District. Interprets and conveys policies and procedures, referring difficult or sensitive matters to the appropriate manager or administrator.

Provides support to special processes. Prepares forms, revisions, and final documents to support proceedings.

Composes original correspondence and forms on routine department matters.

Arrange and schedule appointments, meetings, and events; prepares schedules and informs participants, confirming dates and times.

Maintains records and assists in the preparation of departmental/divisional reports by gathering and summarizing information from a variety of sources.

Receives walk-in guests and telephone inquiries from a variety of individuals including, administrators, vendors, and community members. Initiates and receives telephone calls, provides information and resolves matters as appropriate, or routes calls as necessary.

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Organize and independently maintain operational records and files.

Compose, edit, and prepare correspondence and special reports

Operate standard office machines; operate a computer to perform word processing function and to enter and extract a variety of data.

Assist with development of organizational unit budget proposals by collecting information and maintaining communications with work sections on status and information needs.

Maintains approved budgets and transaction records.

Receives, processes, and may reconcile documents for expenditures. Prepares requisitions and claims for reimbursement. Orders merchandise and services from pre-approved purchase orders and within authorized spending limits.

Performs other duties as assigned that support the overall objective of the position.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of secretarial training and/or experience for a period of at least 2 years, of which 10 months must have been with a school district.

LICENSES AND OTHER REQUIREMENT:

Typing/keyboarding certificate at a net, corrected speed of 25 words per minute.
Current California Drivers License.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE AND SKILLS:

Pertinent district policies and procedures.

Modern office methods and procedures and the use of standard office machines and equipment including filing systems, receptionist and telephone techniques, and letter and report writing.

Requires the working knowledge of, and skill at using personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, basic presentation graphics, special applications and data entry onto custom databases.

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

Reading and writing English communication skills.

Sufficient human relations skill to communicate standard yet sometimes sensitive information.

ABILITY TO:

Compose routine and specialized correspondence, bulletins, and reports, using proper grammar, spelling, and punctuation.

Learn pertinent district policies and procedures rapidly.

Operate standard office equipment including computers and related software applications.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with parents, staff, and the public.

Train and lead the work of others.

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Plan and organize work to meet schedules and time lines.

Maintain records.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.