

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

SCHOOL SECRETARY I – BILINGUAL

DEFINITION

To provide secretarial and clerical support to an elementary school principal; to relieve the Principal of routine administrative details; work; and to provide information and assistance to students, parents, staff and the public.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from higher level administrative staff.

May provide technical and functional supervision over part-time clerical staff or student assistants.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Provide secretarial support to an elementary school Principal. Serves as receptionist for the office; takes and refers messages for the principal and teachers. Provide information regarding school matters over the counter and by telephone. May take and transcribe dictation. Compose routine letters and memos independently. Coordinates substitute teacher assignments, completing all necessary forms and maintains records. Prepare all necessary forms for classified and certificated payroll; maintains records of all payroll information and distributes certificated and classified payroll. Process incoming and outgoing mail. Coordinate arrangements for school and community activities held at the school; maintains use of facilities and custodial calendars. Prepare insurance claim forms for injured and insured students and staff. Prepares, submits and updates master schedule and inputs to Data Services by use of computer terminal. Maintains updated Principal's calendar, master school calendar, and district calendar; scheduling meetings and appointments. Assist with students in Nurse's office when necessary. Assist in maintaining unit budget information on all departments; verifies data print out of actual accounts. Maintain general, student and confidential files. May maintain student body activities and revolving cash accounts. May make bank deposits. May assist in the supervision of clerical staff and student office aides. Perform related duties as assigned.

QUALIFICATIONS

Fifty (50) words per minute typing skill.

Knowledge and Abilities

Literacy and fluency in a language other than English (i.e., Spanish, Vietnamese, etc.). Ability to establish and maintain effective communication with individuals whose primary language is other than English. Ability to serve as an interpreter and translator. Knowledge of modern office methods, practices, procedures and equipment.

Knowledge of office reception and telephone techniques. Knowledge of general record-keeping practices. Knowledge of English and second language usage, spelling, grammar and punctuation. Ability to maintain clerical records. Ability to learn, interpret and apply rules, regulations and policies. Ability to make arithmetic calculations quickly and accurately. Ability to perform routine secretarial and clerical work with speed and accuracy. Ability to operate standard and specialized office equipment. Ability to understand and carry out oral and written directions. Ability to type 50 WPM. Ability to establish and maintain cooperative working relationships with those contacted in the course of work. Ability to communicate effectively, both orally and in writing.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

One (1) year of secretarial experience.

Training

Equivalent to completion of the twelfth grade supplemented by specialized secretarial or business school courses.

SPECIAL REQUIREMENTS

Incumbents are required to pass the district proficiency test in the area to which assigned.

Reviewed and Agreed to by:

Incumbent: _____ Date: _____

BOARD APPROVED: December 10, 1991