

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

SECRETARY I – BILINGUAL

DEFINITION

Perform a wide variety of secretarial and clerical duties in support of an assigned office and staff; and to provide information and assistance to staff, faculty, students and the public.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from high level administrative staff.

EXAMPLES OF DUTIES

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

Perform a wide variety of secretarial and clerical work related to the office or function to which assigned. Serve as receptionist receiving visitors and taking calls. Provide information to staff, student and the public, applying and interpreting procedures and regulations within prescribed guidelines. Receive a variety of information which may be of a confidential nature. Composes correspondence; takes and transcribes dictation. Type a variety of materials, forms, reports and correspondence. Maintain a variety of complex records and develops filing systems as appropriate. Maintain a variety of financial and statistical records and posts financial information to various accounts; monitors and tracks expenditures. Compiles information, formats, and prepares reports. Schedule and may attend meeting and conferences. Operate varied office equipment. Order and maintain office supplies. 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 at 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 year secretarial experience.

Training

Equivalent to completing 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