

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
CLASSIFIED JOB DESCRIPTION

**SENIOR SCHOOL SECRETARY - BILINGUAL**

DEFINITION

To serve as secretary to a high school Principal; to relieve the Principal of routine administrative details; to perform a wide variety of responsible clerical and secretarial duties; and to direct the work of clerical and secretarial staff in the school administrative offices.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the School Secretary series. Positions assigned to this class can be distinguished from lower level secretarial classes by performance of advanced level secretarial and routine administrative duties in support of a High School Principal. This broad scope of duties includes interpreting school and District policies and procedures for staff and outside contacts, assisting in developing the budget and monitoring various budget accounts, providing technical staff assistance to a large office staff and researching and compiling information for use by the Principal in reports and presentations. In addition, incumbents assigned to this class are expected to operate with greater independence, exercising a high degree of judgment in developing and choosing between alternative courses of action, performing and directing the work of the Principals office and representing the Principal to students, parents, and the public.

SUPERVISION RECEIVED AND EXERCISED

Receive direction from a high school Principal. Exercise technical and functional supervision over clerical and secretarial staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Acts as secretary to the Principal; takes and transcribes dictation; screens visitors and telephone calls. Maintain the Principal's files and appointment schedule. Prepare arrangements for meetings and other functions. Interviews callers and confers with parents and teachers in person or by telephone. Provide information to teachers, students, and the public on school and District policies and procedures. Arrange for necessary repairs to buildings and equipment. Assist Principal in preparation of annual school budget. Maintain budget records. Analyze reports, records, and other material for accuracy, completeness, and conformity with established standards. Composes correspondence or reports on own initiative from marginal notes, or from oral or written directions. Types a variety of materials, compiles reports and other materials requiring the use of independent judgment. Maintains records related to personnel matters including sick leave, vacation, and staff attendance. Prepares notices of employment for coaches and department chairs; maintains time records and coordinates with District payroll function. Prepares reports related to industrial accidents. Attend meetings and conferences as requested by the Principal. Schedule clinical supervision pre-conference, observation, and post-conference for teacher evaluations. Assist in preparing grant

proposals, reports, and confidential correspondence. Requisition supplies. Provides technical assistance to other secretarial and clerical staff; monitors workflow as required. May direct the work of student assistants. Perform related duties as assigned.

## QUALIFICATIONS

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 record-keeping and financial record-keeping practices. Knowledge of English and second language usage, spelling, grammar, and punctuation. Knowledge of business letter and report writing techniques. Knowledge of budgeting practices and methods. Ability to plan, direct, and perform secretarial and clerical operations involving multiple functions. Ability to maintain complex clerical records. Ability to research and compile information and prepare routine reports. Ability to learn, interpret, and apply rules, regulations, and policies. Ability to perform complex secretarial and clerical work with speed and accuracy. Ability to train and direct the work of other secretarial and clerical staff in a multiple office operation. 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 work effectively in the absence of supervision. 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:

Three years of increasingly responsible secretarial experience in a school setting.

#### Training:

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

## SPECIAL REQUIREMENT

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