

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

SENIOR SCHOOL SECRETARY

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

Receives direction from a high school Principal. Exercises 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. Maintains the Principal's files and appointment schedule. Prepares arrangements for meetings and other functions. Interviews callers and confers with parents and teachers in person or by telephone. Provides information to teachers, students, and the public on school and District policies and procedures. Arranges for necessary repairs to buildings and equipment. Assists Principal in preparation of annual school budget. Maintains budget records. Analyzes reports, records, and other material for accuracy, completeness, and conformity with established standards. Composes correspondence or reports on own initiative,

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
Senior School Secretary (Continued)

EXAMPLES OF DUTIES (Continued)

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. Attends meetings and conferences as requested by the Principal. Schedules clinical supervision pre-conferences, observations and post-conferences for teacher evaluations. Assist in preparing grant proposals, reports, and confidential correspondence. Requisitions supplies. Provides technical assistance to other secretarial and clerical staff; monitors workflow as required. May direct the work of student assistants. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities: Knowledge of modern office methods, practices, procedures, and equipment. Knowledge of office reception and telephone techniques. Knowledge of English 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.

Reviewed and Agreed to by:

Incumbent: _____ Date: