

ORANGE UNIFIED SCHOOL DISTRICT

SECRETARY

DEFINITION

Under general direction, serves as office aide to a professional/management staff member at schools or District offices; performs secretarial, record-keeping, filing and general office clerical duties at a responsible level; learns and performs procedural duties related to the specific assignment; and performs related duties as required or assigned.

REPRESENTATIVE DUTIES

Prepares regular correspondence for supervisor's signature, following instruction or brief oral notes; types and prepares notices, bulletins, memos and reports; may take transcriptions from dictating equipment, or take shorthand notes; receives and screens telephone calls and visitors, often for several professional staff members; provides standard information and answers questions, makes appointments and schedules; sets up and maintains files, which often contain confidential information; takes notes and instructions on work to be accomplished, special procedures and similar items; maintains lists, indexes, card files, student records and similar data and information; trains and supervises student helpers; acts as liaison for communications between the office assigned and schools, District offices, teachers, staff and students; arranges for or duplicates materials; handles parent and public calls discretely; types reports and forms using initiative and judgment.

May update student schedules, and provide input data as terminal operator; may take appointments for students with professional staff, regarding counseling, guidance, discipline or other student-oriented matters; may prepare newsletters and mailings; may maintain mailing labels.

May work on curriculum guides and special instructional materials; may take teacher appointments with District staff; may set up conferences and meetings.

Organizational Responsibilities

Positions in this class serve in secondary schools and certain District office and are responsible for the secretarial, recordkeeping, and typing duties of that office. Incumbents are required to learn various specialized procedures or subject areas, in such areas as counseling, psychological services, curriculum subjects, special programs and similar areas. Other responsibilities include heavy student and staff contact and communications, pressure from peak workload, and organizing and keeping track of the flow of office activities. Some coordination may be received from higher level secretarial or classified staff.

QUALIFICATION GUIDELINES

Training and Experience Equivalent to:

- Graduation from high school, including or supplemented by training in typing and office practices; and
- Three years of responsible office experience, including responsibilities for accurate record – keeping.

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QUALIFICATION GUIDELINES

Equivalencies:

- College-level training and secretarial experience may substitute for each other on a year-for-year basis, to a maximum of two years.

KNOWLEDGE AND ABILITIES

Good knowledge of:

- Modern office methods, reception and telephone techniques
- Business forms, letter and report writing, and filing procedures
- Proof-reading and checking of copy
- Standard office equipment operation
- Correct English usage and vocabulary, spelling, grammar, and punctuation
- Compiling of data and standard composition
- Safe working methods and procedures.

Familiarity with:

- Basic objectives of school districts
- Principles of staff and community relations

Ability to:

- Perform secretarial, office, and clerical duties involving judgment and requiring accuracy and speed
- Devise and adapt office procedures
- Maintain a range of records and files
- Understand, interpret and apply rules and written directions
- Meet parents, students, staff, and professional personnel with tact and poise,
- Compose standard correspondence independently from brief instructions
- Acquire technical information, terminology and procedures quickly
- Post and maintain records
- Maintain confidential materials
- Exercise good judgment in office operations

Skills:

Typing: 50 wpm

PHYSICAL DEMANDS AND WORKING CONDITIONS

Light work:

Positions in this class perform work which is primarily sedentary. Some lifting of objects weighing up to 25 pounds is characteristic of some positions in this class.

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Mobility:

Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small object. Some positions may require lower body mobility to stand, bend, reach and stoop.

Vision:

Positions in this class require vision (which may be corrected) to read small print.

Other Conditions

Incumbents may be required to work at a video display terminal for prolonged periods of time.