

**Job Summary:**

The job of School Secretary is done for the purpose/s of performing clerical duties at a school or educational center under the supervision of a program manager, principal, or designee. The school secretary composes or transcribes rough draft, correspondence, bulletins, memorandum, and other material by typewriter or computer. Compiles and files student grades, attendance records and other school records. Greets visitors and calls parents, students, substitutes, probation, and other agencies. Answers telephone to provide information, transfer calls, or take messages. Orders school supplies and maintains inventory. Maintains a student database and provides requested reports. May accept and deposit funds for school lunch and/or student activities. May distribute funds, record financial transactions, and audit and balance student organization and other school account funds. Maintains a calendar of school events.

**Essential Functions:**

- ▶ Administers basic first aid for the purpose of ensuring that students' and staffs' immediate health needs are met.
- ▶ Checks/reviews data, student educational records, reports and other documents for the purpose of ensuring accuracy and compliance with established procedures and regulations.
- ▶ Collects/deposits/reconciles funds and accounts for the purpose of ensuring appropriate account coding and funds availability.
- ▶ Compiles statistical data for the purpose of evaluation, compliance and regulations.
- ▶ Greets telephone callers and walk-in visitors for the purpose of giving information, making appointments, taking messages and making referrals.
- ▶ Maintains inventory of school supplies for the purpose of keeping needed school supplies updated.
- ▶ Maintains student data base, mailings, student files, appointment schedule, and student attendance for the purpose of insuring compliance with established procedures and regulations.
- ▶ Makes telephone calls to parents, probation officers and other agencies for the purpose of disseminating and receiving information.
- ▶ Operates varied office equipment for the purpose of facilitating the needs of the job.
- ▶ Performs secretarial and clerical duties for the program manager, lead teacher or designee for the purpose of facilitating program/school daily operations.
- ▶ Records attendance, tardies, and absence log for the purpose of computing average daily attendance.
- ▶ Types from rough draft copy, dictating machine or dictation for the purpose of producing letters, memorandum, agendas, minutes of meetings, schedules and other documents.

**Skills, Knowledge and/or Abilities:**

- ▶ **Skills to:**
  - utilize Excel and Access software to design spreadsheets and to create and maintain data bases;
  - perform efficient clerical work;
  - type at a speed of 45 wpm;
- ▶ **Knowledge of:**
  - secretarial practices and procedures;
  - computer software programs including Excel and Access;
  - correct English usage, spelling, grammar and punctuation;
- ▶ **Ability to:**
  - communicate effectively, both orally and in writing;
  - organize student files efficiently;
  - get along well with co-workers;
  - speak, read and write Spanish is desirable;
  - use proper English, spelling, grammar and punctuation;
  - communicate with Spanish-speaking parents;
  - perform secretarial work with speed and accuracy.

Responsibilities include: working under limited supervision; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the job's functions. There is an opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 5% walking and 15% standing.

**Experience Required:**

- ▶ Job Related Experience is desired.

**Education Required:**

- ▶ High School Diploma or Equivalent.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ Typing certificate verifying 45 wpm from clear copy.
- ▶ Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Non exempt

August 2004

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.