

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: November 14, 2007
Salary Schedule: 262; Row 6

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: ASSISTANT TO BUSINESS SERVICES DEPARTMENT

JOB PURPOSE STATEMENT: Under direction of the Director of Fiscal Services, to perform and provide assistance to the Business Services Department for relief of routine administrative and clerical details, and perform a wide variety of secretarial and clerical work using independent judgment.

JOB FUNCTIONS:

- Performs a wide variety of secretarial and clerical work (e.g., word processing, data entry, typing, proofreading, filing, checking, recording, answering telephones, etc.)
- Processes documents and materials (e.g. agendas, policies, schedules, mail, etc.) to disseminate information to appropriate parties
- Communicates and responds to inquiries of the public, staff, legal counsel, and outside agencies to provide information and/or direction as may be required
- Makes travel arrangements for Director and other Business Services staff
- Assists with preparations for various trainings and board presentations
- May compile and type into appropriate format Board Agenda items and documents
- May prepare and maintain financial documentation related to the negotiations preparation and settlements with employee bargaining units
- May handle/reconcile financial accounts as assigned to maintain accurate balances and comply with accounting practices
- Maintains various records (e.g., schedules, files, rosters, etc.) to document and/or provide reliable information
- May inventory and order supplies to ensure availability of required items

JOB TITLE: ASSISTANT TO BUSINESS SERVICES DEPARTMENT

Page 2

JOB FUNCTIONS – continued

- Lends support to other department personnel to provide assistance with clerical functions which may include:
 - Monitors assigned activities and/or program components to ensure compliance with financial, legal and/or administrative requirements
 - Initiates, composes and distributes documents to communicate information to school, district personnel, and the public
 - Evaluates situations (i.e. involving other staff, students, parents, the public etc.) to inform appropriate personnel for resolution
 - Organizes communications and information to ensure the efficient and effective operations of the office and information dissemination between administrator and staff, the public and other district personnel
 - Attends a variety of meetings as needed to take minutes, convey and/or gather information or obtain training required to perform functions
- Operates standard office equipment including use of computer applications
- Uses English in both written and verbal form; correct spelling, grammar, and punctuation
- Performs arithmetic calculations
- Demonstrates organizational skills
- Works independently with speed and accuracy
- Establishes and maintains effective working relationships with all staff within the district
- Performs other related duties as assigned or needed

PHYSICAL ABILITIES:

- Physical ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)

JOB TITLE: ASSISTANT TO BUSINESS SERVICES DEPARTMENT

Page 3

PHYSICAL ABILITIES – continued

- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, computer keyboard, typewriter at the required speed and accuracy

JOB QUALIFICATIONS:

Education:

- Graduation from high school or equivalent

Experience:

- Four (4) years of increasingly responsible secretarial work in an educational setting (desirable)

Licenses, Certifications, Bonding, and/or Testing:

- Official dated certificate validating a typing speed of not less than 60 corrected words per minute (not valid if older than one year prior to date of application)
- Computer skills to effectively perform the job functions
- Receives and transcribes from equipment or in person various correspondence (desirable)
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

JOB TITLE: **ASSISTANT TO BUSINESS SERVICES DEPARTMENT**
Page 4

EMPLOYMENT STATUS

- Confidential Position