

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: August 15, 2007
Salary Schedule: 20; Row: 25

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: SCHOOL SECRETARY

JOB PURPOSE STATEMENT: Under direction, to perform and provide administrative assistance to the school for relief of routine administrative and clerical details, to supervise and perform a wide variety of complex and responsible clerical work using independent judgment.

JOB FUNCTIONS:

- Supports assigned administrative personnel to provide assistance with their administrative functions
- Communicates with staff, public, parents and/or students regarding activities, schedules, discrepancies and requests to provide specialized and technical information concerning established policies, procedures and guidelines
- Greets visitors, students, parents and the public; receives telephone calls from pupils, teachers, District Office, other schools and the public; provides information concerning basic school policies, procedures, actions, activities, schedules and other routine inquiries; requests necessary information and takes and transmits messages as appropriate
- Coordinates and 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
- Establishes and maintains effective working relationships with staff, students, parents, and community members
- Evaluates situations (i.e. involving other staff, students, parents, the public etc.) to inform appropriate personnel for resolution
- Organizes divisional office activities, 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

JOB TITLE: SCHOOL SECRETARY

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JOB FUNCTIONS – continued

- Attends a variety of meetings as needed to take minutes, convey and/or gather information or obtain training required to perform functions
- Schedules and coordinates conferences, appointments, meetings, travel arrangements, interviews, etc., to meet district goals, improve operational systems, or maximize efficiency of workforce
- Coordinates and prioritizes the clerical staff, activities and operation of a school office
- Maintains files and records (e.g. confidential department/program files) to ensure accuracy and availability of required information
- Compiles data from a variety of sources and organizes into appropriate reports and format; assists in organizing materials for distribution or for special projects
- Inspects reports, records and other data for accuracy and completeness
- Administers the payroll, including the completion and submission of time sheets to administrators and District Office
- Obtains/requests certificated and classified substitutes to fill vacancies and employee absence; greets substitute teachers, providing information, assistance and keys
- Issues keys and maintains control records
- Monitors school budgets
- Handles/reconciles financial accounts as assigned to maintain accurate balances and comply with accounting practices
- Requisitions or oversees the requisitioning of supplies and budget purchase items; prepares purchase orders
- Inventories and orders supplies to ensure availability of required items
- Coordinates supervision of students who are referred for disciplinary action
- Assists and provides input to appropriate administrator on evaluation of clerical staff
- Operates standard office equipment including use of computer applications
- Uses English in both written and verbal form; correct spelling, grammar, and punctuation

JOB TITLE: SCHOOL SECRETARY

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JOB FUNCTIONS – continued

- Performs arithmetic calculations
- Demonstrates organizational skills
- Functions well in a busy office environment
- Works independently with speed and accuracy
- 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)
- 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

- Three (3) years of increasingly responsible secretarial work in an educational setting (desirable)

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JOB QUALIFICATIONS – continued

Licenses, Certifications, Bonding, and/or Testing:

- Official dated certificate validating a typing speed of not less than 55 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

Membership in CSEA or payment of an equal service fee is a condition of employment.