

WINDSOR UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Secretary III

DEFINITION:

Under the supervision of a site or district office administrator, performs a variety of highly complex and responsible administrative, secretarial, and clerical duties necessary for the operation of the department. General supervision is provided by an administrator. May provide indirect supervision to lower level clerical positions.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Assists the administrator in the performance of administrative responsibilities
- Provides a positive, pleasant, supportive reception to the public
- Assumes major responsibility for specialty areas
- Compiles and maintains all records, databases and information necessary for records management and reporting
- Prepares and submits all necessary reports as appropriate for designated local, state and federal programs and their requirements
- Assists the staff in applying programmatic policies, laws, rules, and regulations
- Establishes and maintains effective working relationships with administrators, staff and the public
- Serves as liaison for the administrator in dealing with district employees and community members
- Inputs and retrieves information using a personal computer or computer terminal
- Examines documents, records, and forms for accuracy, completeness, and conformance with applicable rules and regulations
- Assists in the preparation of district committee work
- Assists in the preparation of agenda items for Board of Trustees
- Assists with various recordkeeping and tracking of required documents and/or absences for students and/or employees
- Assists with substitute coverage for employee absence
- Assists in the planning and organizing of scheduled events
- Prepares letters, reports, and memoranda from oral dictation and/or written materials
- Composes correspondence on matters not requiring the administrator's personal attention
- Maintains sensitive and general files as well as correspondence and other information
- Prepares the agendas and sets up meetings for the administrator; may attend meetings to take minutes and prepare minutes/summaries

- Interprets and explains policies and proceedings of the department to the general public and staff
- Orders materials and supplies for the department
- Answers telephones, screens call and visitors
- Makes appointments and maintains administrator's appointment calendar
- Receives and routes the administrator's mail
- Performs other related work as required

REQUIRED QUALIFICATIONS

KNOWLEDGE OF:

- Computers and basic computer programs
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Modern office methods, equipment and procedures
- Operations, procedures, specific rules and priorities of the department
- Interpersonal skills, including tact, patience and courtesy

ABILITY TO:

- Work with a high degree of independence and perform difficult and responsible secretarial and clerical work with speed and accuracy; analyze situations and make decisions in procedural matters without immediate supervision
- Effectively communicate orally, in person, on the telephone and in writing
- Understand and implement complex oral and written instructions
- Operate office equipment and computer with skill and efficiency
- Ability to type accurately at 65 words per minute
- Relate positively to students, staff and the public
- Maintain confidentiality of school related information
- Maintain cooperative relationships with those contacted in the course of work

EXPERIENCE:

- Three years of responsible secretarial, technical and clerical experience, preferably in a school or school district office

EDUCATION:

- High School diploma or equivalent, including or supplemented by specialized training in computer use and office management

DESIRABLE QUALIFICATIONS

- Direct experience in a school district office
- Training in the technology of computers and data management
- Understanding of school district organization, policies and procedures
- Ability to communicate in Spanish

PHYSICAL DEMANDS:

Sitting: 60% Standing: 20% Walking: 20%

Body Movement (Frequency)

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting (lbs.): up to 20

Lifting: 2 Bending: 2 Pushing and/or Pulling Supplies, Materials, Equipment: 3

Reaching Overhead: 2 Kneeling or Squatting: 2

First Reading: 11-12-96

Second Reading: 12-10-96

Approved: 12-10-96

Revision Date: 05/02/17

Approved: 12/19/17