

WINDSOR UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Secretary II – High School Counseling Office

DEFINITION: Under the direction of the Counseling Department, serves as Secretary to the administrator and department to which assigned. Performs responsible and complex clerical and secretarial duties, assisting the administrator in the operation of their department-by relieving the administrator-of routine administrative details.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

The following are typical duties and responsibilities for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed below.

- Serves as secretary to the counseling department. Provides information and directs phone calls and visitors to the proper office or department; takes, transcribes and relays messages
- Schedules appointments and maintains calendars; independently schedules and arranges meetings, and other activities for the department
- Coordinates a variety of office activities and communications to relieve the administrator-of routine administrative detail; prepares, types, revises and accurately maintains a variety of reports, records, memoranda, files, lists, statistical data, and other material as needed. Assists in the preparation and monitoring of budgets
- Composes correspondence requesting or giving information on routine non-policy matters. Performs research; edits, reproduces and distributes communications to parents, students, staff and community
- Attends meetings and takes, transcribes and distributes minutes as directed; prepares agendas and backup materials; compiles data for presentations
- Operates and understands a variety of office machines, including typewriters, copiers, fax, calculator, computer and computer systems
- Presents a positive image of the District to staff, the media and the community
- Maintains accurate files in the counseling office
- Collects and updates data
- Registers students for identified testing, programs, and services
- Collects college conference information and materials
- Performs other school related work as required

REQUIRED QUALIFICATIONS

The requirements listed below represent knowledge, skill and/or ability required. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Functions and clerical operations of an administrative office; modern office practices, procedures, and equipment
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Reading, writing and communication skills
- Computer programs and techniques; word processing and spreadsheet use
- General purpose, organization and operation of a school district
- Interpersonal skills, including tact, patience and courtesy

ABILITY TO:

- Perform and coordinate complex secretarial and clerical work involving independent judgement and requiring accuracy and speed
- Understand and follow written or verbal directions
- Speak and write effectively, using correct grammar, spelling and punctuation
- Make arithmetic calculations quickly and accurately, and appropriately apply these to required tasks
- Type/use computer at 60 WPM, with accuracy
- Learn and implement word processing, spreadsheet and other computer program skills appropriate to the position or department needs
- Interpret and explain school and District policies, rules and objectives
- Plan and organize work with efficiency
- 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 AND EDUCATION

EXPERIENCE:

- Three years increasingly responsible secretarial experience in a fast paced office environment, preferably in a school or school district office

REQUIRED EDUCATION, LICENSES AND EXAMINATIONS:

- High school or equivalent, including supplemented by coursework involving secretarial science or business courses

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: 8/16/93

Board Adopted: 1/10/95

Revision Date: 5/8/17

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