

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SECRETARY

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform responsible and complex secretarial and clerical services to assist with administrative and clerical detail; organize office activities and coordinate flow of communications; train and provide work direction to clerical and secretarial personnel as assigned.

REPRESENTATIVE DUTIES:

Perform a wide variety of responsible secretarial and clerical work related to the assigned function; compose independently or from oral instruction, letters requesting or providing information or dealing with routine matters. **E**

Compile information and prepare and maintain a wide variety of complex data, records and reports according to established procedures and time lines; process a variety of forms and applications pertinent to the assignment. **E**

Coordinate office communications; initiate and answer telephone calls; schedule appointments; explain program policies and procedures; provide information of general or limited technical nature to parents, staff and others. **E**

Prepare and maintain financial and statistical records related to the assignment; collect and account for fees; record expenditures and maintain current balances in assigned budgets. **E**

Organize budget and financial materials to maintain accurate fiscal records of various purchases and expenditures. **E**

Type letters, reports, memoranda, records, forms and other materials from straight copy, rough drafts or oral instructions, including materials of a confidential nature. **E**

Operate a computer work station to record information and generate lists, reports and other materials; utilize word processing and other software as required. **E**

Operate a variety of office equipment including typewriter, calculator, dictation equipment, duplicating machines and others. **E**

Check reports, records and other data for accuracy, completeness and compliance with established standards. **E**

Schedule meetings; compile and duplicate materials as needed; receive, sort and distribute mail. **E**

Order and maintain various forms, supplies and equipment as necessary; maintain a variety of complex files; assure confidentiality of information and records. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

Record-keeping techniques, filing systems and information management.

Financial and statistical record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Operation of office machines including a computer work station.

ABILITY TO:

Perform varied and complex secretarial and clerical support duties.
Work independently with little direction.
Type at 45 words net per minute from clear copy.
Operate a variety of office machines including typewriter, calculator, transcription equipment, copiers and computer work station.
Utilize word processing and other computer software.
Compose materials independently or from oral instructions.
Maintain a variety of filing systems.
Establish and maintain effective working relationships with others.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Understand and follow oral and written directions.
Add, subtract, multiply and divide quickly and accurately.
Meet schedules and time lines.
Work confidentially with discretion.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of increasingly responsible clerical experience involving the use of office equipment.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this classification may require valid CPR and first aid certification.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer work station and office equipment, speaking to exchange information, seeing to assure accurate and complete correspondence, reaching to retrieve and maintain files, sitting for extended periods of time, bending, pushing, lifting and moving objects weighing up to 25 pounds.