

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: STAFF 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 for the assigned supervisor; train and provide work direction to clerical and secretarial personnel as assigned.

REPRESENTATIVE DUTIES:

Perform a wide variety of complex and responsible secretarial and clerical duties to assist the coordinator or supervisor with administrative and clerical detail; organize office activities and coordinate flow of communications for assigned supervisor. **E**

Research and compile a variety of information; compute statistical information for various federal, State and District reports; process and evaluate a variety of forms related to assigned area. **E**

Receive visitors, including administrators, staff, parents and the public and provide information or direct to appropriate personnel; provide detailed and technical information concerning policies and procedures where judgment, knowledge and interpretation of procedures and regulations are required. **E**

Assure timely communications between assigned office and District employees; make phone calls to receive and transmit information; resolve problems as appropriate; refer difficult situations to supervisor. **E**

Type a variety of materials including inter-office communications, applications, requisitions, forms, letters, special projects, legal documents and other materials; establish and maintain project and confidential files. **E**

Take and transcribe dictation of correspondence, reports, bulletins, minutes and memoranda, including materials of a confidential nature as required by the position. **E**

Schedule and attend a variety of meetings; prepare and send out notices of meetings; maintain appointment calendar; collect and compile information for meetings, projects and workshops; prepare Board agenda items and related materials. **E**

Maintain a variety of complex personnel records, lists, files and records including confidential materials; administer payroll for department including completion and submission of time sheets as directed; assure confidentiality of information and records. **E**

Provide secretarial and clerical assistance to other staff as necessary; order and maintain supplies and materials; prepare purchase requisitions. **E**

Receive, open, sort, screen and distribute incoming mail; compose correspondence independently or from oral direction for supervisor's review. **E**

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

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

Train and provide work direction to clerical and secretarial personnel as assigned. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District organization, operations, policies and objectives.

Applicable sections of State Education Code and other applicable laws.
Department organization, rules and programs.
Modern office practices, procedures and equipment.
Telephone techniques and etiquette.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Operation of office machines including a computer work station.
Technical aspects of field of specialty.
Methods of collecting and organizing data and information.
Business letter and report writing techniques.

ABILITY TO:

Perform complex and responsible secretarial support duties requiring initiative and good judgment.
Work independently with little direction.
Type at 45 words net per minute from clear copy.
Analyze situations accurately and adopt an effective course of action.
Compose independently or from oral instructions letters, memos, bulletins or other material.
Establish and maintain cooperative and effective working relationships with others.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Operate various office equipment such as typewriter, computer work station, copier and calculator.
Make arrangements for meetings, workshops and conferences.
Maintain a variety of filing systems.
Maintain records and prepare reports.
Meet schedules and time lines.
Plan and organize work.
Train and provide work direction to others.
Communicate effectively both orally and in writing.
Attend meetings, conferences and workshops.
Complete work with many interruptions.
Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of increasingly responsible clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this classification 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.

ADOPTED: April 1994

REVISED: May 1995

REVISED: July 2002

Reviewed: January 2000