

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: SCHOOL SUPPORT SECRETARY I

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide secretarial support for counselors at a middle or high school or provide other secretarial and clerical support to an elementary, middle or high school involving frequent and responsible contact with students, staff and general public.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the School Support Secretary I classification provide secretarial support for counselors at a middle or high school or provide other secretarial and clerical support to an assigned elementary, middle or high school serving in a secretarial support capacity. Incumbents in the School Support Secretary II classification provide more complex secretarial support for an Assistant Principal or Dean at an assigned high school site.

REPRESENTATIVE DUTIES:

Provide secretarial support for counselors or other assigned staff at a middle or high school involving frequent and responsible contact with students, staff and the general public. **E**

Provide secretarial support to the School Office Manager at an elementary school. **E**

Greet and assist students, faculty, staff, parents and others; schedule meetings, appointments and conferences as needed. **E**

Initiate and answer phone calls and take messages; provide information and assistance to students, teachers, parents and others regarding assigned office. **E**

Assist students and parents in correct procedures for completion of registration forms and other applications; review completed forms for accuracy and completeness. **E**

Compile and maintain a variety of records and reports relating to assigned office; maintain attendance and registration records as assigned; receive monies and issues receipts as needed. **E**

Maintain appropriate files, forms, cards and records; operate computer terminal to input and update a variety of data; generate a variety of labels, lists, reports, records and rosters as required. **E**

Type, duplicate and distribute a variety of correspondence and documents, including purchase requisitions, letters, notices, articles, reports, forms, lists and certificates. **E**

Operate a variety of office machines, including typewriter, calculator, copier, computer terminal and

printer. **E**

Assist staff and students in the health office as assigned; administer prescribed medications according to established procedures.

Receive, sort, and distribute mail; order, maintain and distribute materials, supplies and equipment as directed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Oral and written communication skills.

Operation of a variety of office machines, including typewriter, calculator, copier, computer terminal and printer.

Applicable sections of State Education Code and other applicable laws.

ABILITY TO:

Provide secretarial support in an assigned middle or high school office.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Maintain records and prepare reports.

Complete work with many interruptions.

Type at 45 words net per minute from clear copy.

Perform clerical work related to assigned area with speed and accuracy.

Communicate effectively with students, staff and the general public.

Operate a variety of office machines, including typewriter, calculator, copier, computer terminal and printer.

Learn to interpret rules, regulations and policies regarding assigned school office.

Compile and maintain a variety of records and files.

Work independently with little direction.

Make arithmetic computations with speed and accuracy.

EDUCATION AND EXPERIENCE:

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

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
Sitting for extended periods of time.
Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.
Hearing and speaking to exchange information in person or on the telephone.