

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: STAFF SECRETARY I

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide assistance with varied and complex secretarial and clerical support services to relieve the supervisor of administrative and clerical detail; organize office activities and coordinate flow of communications for the assigned supervisor.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Staff Secretary I classification report to a District-level supervisor with responsibilities for specific areas of program administration. Duties include extensive financial and statistical record-keeping responsibilities, assisting program personnel with secretarial and clerical needs and maintaining a wide variety of records concerning assigned programs. The Staff Secretary II classification is the advanced-level classification and incumbents report to a Classified Director-level administrator with broader responsibilities for overall program administration. Duties include a variety of administrative assistance duties in relieving the Director of administrative details.

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; perform receptionist duties as assigned. **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. **E**

Initiate and answer telephone calls; schedule appointments; explain program policies and procedures within a scope of authority; provide information of general or limited technical nature. **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 variety of office equipment including typewriter, calculator, computer terminal and printer, dictation equipment and duplicating machines. **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. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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.
Oral and written communication skills.
Operation of a computer terminal.

ABILITY TO:

Learn, interpret and apply District organization, operations, policies and objectives.
Work independently with little direction.
Type at 50 words net per minute from clear copy.
Operate a variety of office machines as assigned.
Perform varied and complex secretarial and clerical support duties.
Compose independently or from oral instructions.
Maintain a variety of filing systems.
Establish and maintain effective working relationships with others.
Understand and follow oral and written directions.
Make arithmetic calculations 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 and secretarial experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to retrieve files.