VISTA UNIFIED SCHOOL DISTRICT

SCHOOL ADMINISTRATIVE SECRETARY - SECONDARY

Purpose Statement

The purpose of a School Administrative Secretary - Secondary is to provide complex administrative and secretarial support to administrators at a middle, high, adult, or alternative school site; provide information regarding site functions and procedures; act as liaison for school administrators to ensure the efficient operation of the school site and support functions; coordinate assigned projects and activities; provide general support.

This job reports to a Principal.

Essential Functions

- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with a variety of internal and external parties for the purpose of conveying and/or gathering information required to perform job functions, providing support for assigned services, and providing information.
- Compiles data from a wide variety of sources (e.g., work orders, financial reports, payroll and personnel records, purchase orders, specialized reports, etc.) for the purpose of preparing reports, making recommendations, and/or preparing information for assigned administrator.
- Coordinates a variety of projects and functions for the purpose of completing activities and/or delivering services in a timely fashion.
- Coordinates substitute coverage (e.g., arranges for substitute coverage, enters information into substitute management system, checks out keys and provides orientation and information to substitutes, trains substitute clerical personnel, etc.) for the purpose of providing educational and support services for students.
- Coordinates with site administrators for the purpose of maximizing the efficiency of the workforce, providing assistance with administrative functions, and assisting in the achievement of school, program, and district goals.
- Greets and assists individuals (e.g., visitors, parents, students, vendors, staff, teachers, etc.) for the purpose of responding to inquiries, maintaining a secure office environment, and/or directing individuals to appropriate location in accordance with established building security procedures.
- Maintains a variety of manual and electronic documents, files, and records (e.g., employee and payroll information, budget data, financial records, purchase orders, work orders, reports, key inventory, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a wide variety of activities on behalf of school site administrators for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Monitors school budget account balances and related financial activity (e.g., monitors school budgets, expenditures, and balances of open purchase orders, codes purchase orders and invoices, processes budget transfers, etc.) for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits, and/or fiscal practices are followed.
- Orders and maintains inventory of supplies and materials for the purpose of maintaining availability of required items.
- Performs general clerical functions (e.g., answers telephones, schedules meetings and appointments, files, copies, faxes, scans, etc.) for the purpose of supporting school activities in a timely and efficient manner.

- Prepares and processes a variety of manual and electronic documents, forms, and records related to site payroll (e.g., reviews employee absence reporting, enters employee and substitute attendance and timesheet information, processes conference attendance requests, etc.) for the purpose of ensuring timely and accurate documentation and complying with established administrative guidelines.

- Prepares and processes a variety of manual and electronic files, forms, documents, reports, records and materials (e.g., travel reimbursements, budget transfers, payroll information, timesheets, work orders, requisitions, purchase orders, conference attendance forms, etc.) for the purpose of disseminating information, documenting activities, providing reference for audit, conveying information, and complying with established administrative requirements.

- Researches assigned topics (e.g., current practices, policies, procedures, laws, etc.) for the purpose of providing information for addressing inquiries and/or resolving issues.

- Responds to a variety of inquiries regarding various procedures and requirements for the purpose of providing information on behalf of school site administrators, recommending or implementing a plan of action, and/or resolving issues.

- Schedules activities (e.g., events, appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of coordinating school and administrator calendars and making necessary arrangements for school site administrators and school staff.

- Supports assigned administrative personnel for the purpose of providing support and assistance with their functions and responsibilities.

- Trains and provides work direction to others as assigned for the purpose of ensuring that projects are completed within established administrative guidelines and timelines.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include:

- adhering to safety practices;
- applying job-related codes, regulations and laws;
- operating standard office equipment including using pertinent software applications and office technology;
- preparing and maintaining accurate records;
- using Microsoft Office software applications and Google based platforms.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret technical information, read and follow instructions; write documents following prescribed formats; present information to others; analyze situations to define issues and draw conclusions; and understand complex multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include:

- business telephone and email etiquette;
● community resources;
● concepts of grammar, spelling, and punctuation;
● interpersonal skills using tact, patience, and courtesy;
● job-related codes/laws/rules/regulations/policies;
● keyboarding;
● modern office practices and procedures;
● office equipment and technology;
● principles of accounting and bookkeeping;
● recordkeeping and record retention practices;
● school safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include:

● accuracy and attention to detail;
● adapting to changing priorities;
● analyzing issues and determining an appropriate course of action;
● communicating with diverse groups and individuals;
● displaying tact and courtesy;
● establishing and maintaining effective working relationships with others;
● interacting with the public;
● maintaining confidentiality;
● meeting deadlines and schedules;
● multitasking;
● planning and organizing work;
● preparing accurate records;
● reading, interpreting, explaining, and following laws, rules, regulations, policies, and procedures;
● understanding and following oral and written directions;
● working as part of a team;
● working with detailed information/data;
● working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job’s functions. There is a continual opportunity to significantly impact the organization’s services.

Work Environment

The usual and customary methods of performing the job’s functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping and kneeling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed in a generally hazard free environment with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is required.
**Education:** Targeted, job related education with study in job-related area.

**Equivalency:** Graduation from high school or equivalent supplemented by course work in business, office management, or a related field and two years of increasingly responsible clerical and secretarial experience involving public contact.

**Retention:** In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

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### Required Testing

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following:
- Screening for most qualified candidates
- Training and Experience Evaluation
- A Written Test
- A Performance Test
- And/or a Qualifications Appraisal Interview

### Certificates and Licenses

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### FLSA Status

- **Non-Exempt**
  - Revised: 12/10/2019 - Title change from School Secretary - Secondary
  - Classified, Range 52