

## **CULVER CITY UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: SECRETARY III – 10.5 MONTH**

#### **BASIC FUNCTION:**

Under the direction of an elementary Principal, perform a wide variety of responsible clerical and secretarial duties to assure smooth and efficient school office operations and to relieve an elementary school Principal of administrative detail; serve as secretary to the Principal and coordinate communications between administrators, District and site personnel, parents, students and general public.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a wide variety of responsible clerical and secretarial duties to assure smooth and efficient school office operations and to relieve an elementary school Principal of administrative detail; maintain confidentiality of sensitive and privileged information.

Serve as secretary to the Principal; perform public relations and communication services for the Principal; schedule and arrange appointments, meetings, conferences and other events; maintain master calendar of events; independently compose letters, memoranda and other correspondence.

Receive and assist visitors; screen telephone calls for the Principal from the public, staff and parents; take and relay messages; exercise independent judgment in resolving a variety of issues and refer difficult issues to administrator as necessary; provide information and assistance related to District policies, procedures and regulations.

Prepare and maintain a variety of reports, records and files relating to students, personnel, operations, attendance, school visitors, medical activities, emergency drills, incidents and assigned duties; submit attendance reports for certificated, classified and substitute personnel.

Type from rough drafts or verbal instructions a variety of materials such as letters, forms, memoranda, requisitions, evaluations, lists, flyers and bulletins; duplicate materials as needed; process a variety of forms and applications.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software; assist in maintaining office equipment as directed.

Process payroll information for assigned school site staff including completion, review and submission of time sheets as directed; distribute paychecks and collect signatures as assigned.

Obtain substitute teachers as necessary; assure adequate coverage for teachers, administrators and staff; maintain related records.

Receive, sort, distribute and respond to incoming mail.

Organize budget and financial material to maintain accurate fiscal and statistical records; monitor expenditures to assure compliance with budget guidelines; maintain related records.

Train and provide work direction and guidance to assigned clerical personnel and student assistants; participate in the hiring process as directed.

Perform a variety of duties related to the maintenance and repair of school site property and equipment; receive, type and distribute requests for maintenance and repairs and forward to appropriate District departments; follow-up on work orders to assure completion.

Maintain, distribute and account for school site keys; request keys as necessary.

Monitor inventory levels of office and classroom supplies and materials; order, receive and maintain inventory of office and classroom supplies and materials; distribute classroom supplies to teachers as requested.

Arrange and schedule school facility usage and prepare related paperwork; coordinate field trips as requested.

Assist with administering basic first aid to students and staff as assigned; administer medications in accordance with physician instructions; prepare and maintain related records; notify parents of ill or injured students as needed.

Prepare and disseminate a variety of packets and informational materials.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

School office terminology, practices and procedures. Modern office practices, procedures and equipment. Applicable laws, codes, regulations policies and procedures.

Record-keeping techniques.

Business letter and report writing techniques.

Telephone techniques and etiquette.

Oral and written communication skills.

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

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Principles and practices of training and providing work direction.

First aid procedures.

Basic math.

**ABILITY TO:**

Perform a wide variety of responsible clerical and secretarial duties to assure smooth and efficient school office operations and to relieve an elementary school Principal of administrative detail.  
Serve as secretary to the Principal and coordinate communications between administrators, District and site personnel, parents, students and general public.  
Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.  
Learn District organization, operations, policies and objectives.  
Determine appropriate action within clearly defined guidelines.  
Answer telephones and greet the public courteously.  
Type or input data at 45 words per minute from clear copy.  
Compose correspondence and written materials independently or from oral instructions.  
Work independently with little direction.  
Maintain records.  
Plan and organize work.  
Train and provide work direction to others.  
Compile and verify data and prepare reports.  
Complete work with many interruptions.  
Operate a variety of office equipment including a computer and assigned software.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Administer first aid.  
Add, subtract, multiply and divide quickly and accurately.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years of increasingly responsible secretarial experience involving public contact.

**LICENSES AND OTHER REQUIREMENTS:**

Valid First Aid Certificate issued by an authorized agency.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Constant interruptions. Office environment.

**PHYSICAL DEMANDS:**

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

**HAZARDS:**

Exposure to potentially volatile and emotional students and parents.