SECRETARY I

PRIMARY FUNCTION: Under general supervision, perform varied and responsible secretarial duties in a program office.

DIRECTLY RESPONSIBLE TO: Administrator of the area of assignment and/or designee

MAJOR DUTIES AND RESPONSIBILITIES:

Manage program office and serve as liaison between program personnel, District staff, parents, students, community and service agencies.

Perform responsible secretarial duties including but not limited to: manipulating and maintaining computer data base information systems, and maintaining filing systems, record keeping, maintaining student records; schedule appointments and maintain calendar; and open and distribute mail appropriately.

Provide public relations, customer service and coordinate communication regarding school or department activities.

Assist in development and monitoring of program budget as directed.

Greet, inform and direct visitors, staff and students, in person or over the telephone with courtesy and diplomacy. Ascertain nature of business and provide standard information related to area of assignment.

Arrange meetings, notify participants, prepare materials and take minutes as directed.

Attend meetings during regular working hours as required by the District.

Draft letters, memorandums, purchase orders or other documents from rough copy; compose routine correspondence.

Requisition, receive, store, inventory and distribute supplies and office materials.

Collect data and research and prepare federal and state reports as directed.

Prepare program employee attendance and payroll reports.

Work as a team member

Performs other related duties as required.

DUTIES SPECIFIC TO MIGRANT EDUCATION, HEALTHY START AND EARLY CHILDHOOD EDUCATION:

Provide translation and interpretation services for assigned program.

MINIMUM QUALIFICATIONS:

Knowledge of:
Strong English verbal and written communication skills including spelling, grammar and punctuation (Spanish communication skills required in specified departments); modern office methods and practices; computer software programs in word processing and data management; proper phone etiquette; record keeping; and basic budget practices.

Experience:
Two years of experience in clerical or secretarial work of a responsible nature, preferably requiring frequent contact with the public

Education:
High school diploma or equivalent
SECRETARY I

MINIMUM QUALIFICATIONS: (continued)

Ability to:
Communicate in English effectively in oral and written form and to understand and follow oral and written instructions in an independent manner (Spanish communication skills required in specified programs); type at a speed of 50 wpm with accuracy; multi task; work independently with limited supervision; establish and maintain cooperative working relationships with those contacted in the course of work; understand and implement laws and policies regarding confidentiality; operate a variety of office machines including computers, typewriter, calculator, copier, fax, communication radios; and other office machines and equipment; ability to make mathematical calculations with speed and accuracy.

DESIRABLE QUALIFICATIONS:
Bilingual/Biliterate English/Spanish

PHYSICAL EFFORT/WORK ENVIRONMENT:
Good physical condition; Sit for long period of time or work in confined spaces; Perceive the nature of sound; Must have visual acuity for the purposes of reading computer screens, manuals, labels and other printed matter. New employees must pass District physical examination which includes drug and alcohol screening.

THE BOARD OF EDUCATION DESIGNATES THIS POSITION AS CLASSIFIED.
Formerly District Program Secretary-Early Childhood Education and Healthy Start
Approved: 08/01/01
Revised: 08/01/07
Salary Range 11