

**CALAVERAS UNIFIED SCHOOL DISTRICT**  
**3304 B Highway 12 - P. O. Box 788**  
**San Andreas, CA 95249**  
**209/754-2300**

**JOB TITLE:** Secretary  
**WORK YEAR:** 198-260-Day depending on site

**JOB DESCRIPTION:** Under the general direction of the site administrator or department supervisor to perform a wide variety of highly skilled clerical and secretarial tasks. Work performance of employees in this job class are directed and monitored by the site administrator. This job class requires extensive staff, public, and organizational contact requiring the accurate interpretation of district/site policies, procedures, standards, and requirements. This job class also requires performance in planning, organizing and participating in assigned office operations and related work as assigned. Persons employed as a Secretary must demonstrate a desirable example of professional appearance and presence; also works positively and cooperatively and students, staff, and parents with emphasis on confidentiality and diplomacy.

**ESSENTIAL JOB TASKS:**

1. *Receives, opens, sorts, and distributes mail; responds to items not requiring the personal attention of site/department administrator. Composes correspondence independently, and completes necessary filing.*
2. *Attends to minor medical needs of students and staff.*
3. *Prepares and issues student work permits.*
4. *Attends necessary staff meetings and in-service trainings.*
5. *Arranges and schedules a variety of meetings, orientations, appointments, etc.; notifying participants, confirming dates and times, reserving meeting sites, and preparing needed materials.*
6. *Completes necessary general accounting procedures of the site and/or department; including but not limited to budget and student body accounting, purchase requisitions, purchase orders, and any banking related duties.*
7. *Responsible for maintenance of student school records; including but not limited to absences, cumulative folders, and report cards.*
8. *Registers new students; maintains student records and prepares reports.*
9. *Schedules use of school facilities.*
10. *Assist in the coordination of staff absences, including processing of industrial injury/illness claims.*
11. *Assists students and staff in the accession of data; including but not limited to forms, reports, and applications.*
12. *Serves as liaison between site/department administrator, staff, and public.*
13. *Receives incoming telephone calls and mail.*
14. *Operates a variety of standard office equipment including typewriter, computer terminal,*

- printer, copier, and calculator.
15. Performs other duties similar to the above in scope and function as required.
  16. Prepares a variety of documents and materials in support of site/departmental operations including statistical reports, forms, rosters.
  17. Assist with purchase requisitions, purchase orders, and distribution of supplies.

**KNOWLEDGE/SKILLS/ABILITIES:**

1. **Knowledge of:**
  - \*Proper English usage, grammar, punctuation, and spelling.
  - \*Proper office methods, procedures, and practices.
  - \*Effective financial record keeping procedures and techniques.
  - \*Basic school district policies, rules, and regulations.
  - \*Computer operations and software programs; i.e. Microsoft Office Suite, Adobe, Quicken, etc.
2. **Ability to:**
  - \*Perform the duties of the Office Assistant.
  - \*Establish and maintain effective, cooperative and harmonious work relationships with those contacted in the performance of required duties.
  - \*Understand and follow complex oral and written instructions in an independent manner.
  - \*Establish and accurately maintain a variety of complex records and files, and prepare related reports.
  - \*Communicate with others in an effective and sensitive manner, both orally and in writing.
  - \*Read, write, and speak correct English.
  - \*Perform advanced and complex secretarial/clerical work and arithmetical calculations with speed and accuracy.
  - \*Analyze situations and take appropriate actions regarding routine procedural matters without immediate supervision.
  - \*Plan, organize, and coordinate assigned tasks so as to meet established timelines.
  - \*Perform keyboard skills of 50 wpm.
3. A combination of any two of the following: AA Degree, equivalent college level training, experience in secretarial, office management, accounting or related fields.
4. Three or more years of recent experience with software and computers in the performance of the functions of this job description.
5. Three or more years of recent experience as a secretary or office assistant.
6. Valid First Aid and CPR certification desirable.
7. High School Diploma or equivalent.
8. Valid California Driver's License.

**SALARY:** *Placement on the CSEA Salary Schedule, Range G*

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

Board Approved: 12/14/2010

