

MODESTO CITY SCHOOLS

Job Description

JC 1578

STAFF SECRETARY I

OVERALL RESPONSIBILITY

Under general supervision, perform a wide variety of secretarial and clerical duties of average difficulty.

SPECIFIC RESPONSIBILITIES

1. Type and distribute reports, agendas, applications, contracts, notices, permits, instructional materials, schedules, requisitions, and other related documents.
2. Take and transcribe dictation of correspondence, minutes, reports, bulletins and assigned meetings in a clear, concise, and complete form.
3. Compose and prepare agendas and correspondence from brief verbal instructions or notes.
4. Assist in maintaining an accurate and current record of program revenues and expenditures by account.
5. Provide information to District personnel and the public which accurately reflects District policies and administrative regulations/procedures.
6. Schedule appointments and meetings.
7. Order and maintain an inventory of materials and supplies.
8. Maintain attendance records.
9. Maintain organized and auditable files.
10. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
11. Perform other related duties as assigned.

SALARY

Classified Unit Salary Schedule

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Ability to activate a personal computer and load software from a disk and/or CD-ROM.
- Ability to enter requisitions, purchase orders and receipts into computer, and verify quantities and prices.
- Knowledge of and ability to use e-mail and calendaring programs.
- Knowledge of and ability to use word processing, database and spreadsheet programs to develop and produce correspondence, reports, publications, presentations and projects.
- Ability to create and initiate a mail merge using a word processing program.
- Ability to access the Internet using a search tool or Web address to locate information, bookmark and print electronic information.
- Knowledge of letter and report writing techniques.
- Knowledge of modern office methods and practices.
- Ability to perform a variety of responsible tasks with speed and accuracy.
- Ability to perform basic arithmetic calculations with speed and accuracy.

STAFF SECRETARY I (continued)

QUALIFICATIONS (continued)

Knowledge/Ability

Minimum Requirements:

- Ability to establish and maintain accurate records and files.
- Ability to operate modern office equipment (e.g. ten-key calculator, duplicating machine, fax machine, etc.).
- Ability to express initiative, adaptability and confidentiality.
- Ability to supervise and train clerical personnel.
- Ability to use correct English grammar, syntax, spelling and punctuation.
- Ability to compose correspondence, memoranda, bulletins and reports independently using correct English grammar, syntax, spelling and punctuation.
- Ability to understand and carry out oral and written instructions given in English.
- Ability to work cooperatively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.
- Knowledge of general first aid procedures, if assigned to a school site.

Desirable Qualifications:

- Knowledge of school operation, policies, regulations and procedures.
- Knowledge of and ability to use graphics and desktop publishing programs to develop and produce correspondence, reports, publications, presentations and projects.
- Ability to analyze situations and take an effective course of action.

Experience

Minimum Requirement:

- One (1) year accounting, bookkeeping, clerical, secretarial experience performing general work tasks.

Desirable Qualification:

- Two (2) years accounting, bookkeeping, clerical, secretarial experience performing general work tasks.

Education

Minimum Requirement:

- Graduation from High school or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.

Desirable Qualification:

- One (1) year college course work or training in secretarial, clerical, bookkeeping, accounting, or general office procedures skills, including computer data entry.

License/Certificate

Minimum Requirement:

- Typing certificate evidencing an ability to keyboard at a net rate of 45 words per minute.

Physical Characteristics

With or without the use of aids:

- Sufficient vision to read small print.
- Sufficient depth perception to file documents.
- Sufficient hearing to hear normal and telephone conversations.
- Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations.
- Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer keyboard, typewriter and other business machines.
- Sufficient physical ability to sit or stand for prolonged periods of time.
- Sufficient physical ability to reach horizontally and vertically with arms.

STAFF SECRETARY I (continued)

REPORTS TO:

Administrator as assigned.

Board Approved: 7/12/99

Revised: 5/10/02

Unit Approved: 5/10/02

Board Approved: 5/28/02