

MODESTO CITY SCHOOLS

Job Description

JC # 1571

STAFF SECRETARY IV

OVERALL RESPONSIBILITY

Under general supervision, perform a variety of complex secretarial and clerical tasks that require a high level of initiative and independent decision-making skills.

SPECIFIC RESPONSIBILITIES

1. Maintain confidentiality while preparing confidential documents, including administrator evaluations and other personnel-sensitive documents. *E*
2. Receive and process confidential information pertaining to the District or applicable school site. *E*
3. Serve as support and District liaison to secretarial staff at sites or in District departments ensuring compliance with District policies and procedures. *E*
4. Prepare continuing correspondence on procedural and information matters without review by the administrator. *E*
5. Independently prepare and compose agendas, correspondence, and memoranda from brief verbal instructions or notes; transcribe minutes into clear, concise, final form. *E*
6. Organize District-wide staff development activities including preparing contracts for presenters, securing appropriate locations and supplies, preparing flyers and presentation materials, and working with custodial staff to set up the physical environment. *E*
7. Prepare, organize, and distribute reports, and documents to sites and District departments. *E*
8. Schedule appointments and coordinate arrangements for meetings, conferences, and interviews. *E*
9. Collect data and prepare Cabinet and Board agenda items following District format and procedures. *E*
10. Review and check documents for completeness, accuracy, and conformance with applicable rules/regulations and procedural requirements. *E*
11. Prepare and distribute reports, agendas, applications, contracts, notices, permits, instructional materials, schedules, requisitions, and other related documents. *E*
12. Gather data to assist in the preparation of the annual department budget and maintain and monitor accounting of expenditures and balances. *E*
13. Provide staff and the community with information on departmental policies and procedures, while ensuring a high level of customer service. *E*
14. Assist in the selection, orientation, and providing direction for the work of personnel. *E*
15. Utilize technology to input, create, maintain, or update records, reports, or other related information. *E*
16. Coordinate communication and internal workflow. *E*
17. Effectively communicate and maintain cooperative relationships with those contacted during the course of work.
18. Perform other related duties as assigned.

STAFF SECRETARY IV (continued)

SALARY

Classified Unit Salary Schedule

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Ability to independently assemble, interpret and organize information and financial and statistical data for reports, manuals and schedules.
- Ability to perform basic arithmetic calculations with speed and accuracy.
- Ability to type/keyboard at a net rate of 55 words per minute.
- Ability to effectively operate computer hardware and use current software.
- 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 highly responsible tasks with speed and accuracy.
- 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 analyze situations and take an effective course of action.
- 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.
- Ability to screen a volume of communication and discriminate between routing and priority matters.

Desirable Qualifications:

- Knowledge of school operations, policies, regulations, and procedures.

Experience

Minimum Requirement:

- Three (3) years accounting, bookkeeping, clerical, secretarial experience performing complex 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:

- Two (2) years college course work or training in secretarial, clerical, bookkeeping, accounting, or general office procedures skills, including computer data entry.

STAFF SECRETARY IV (continued)

QUALIFICATIONS (continued)

License/Certificate

Minimum Requirement:

Typing certificate evidencing an ability to keyboard at a net rate of 55 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 an understandable voice and with sufficient volume to be heard at a normal conversational distance and on the telephone.

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 ability to reach horizontally and vertically with arms.

REPORTS TO

Administrator as assigned or designee

Board Approved: 8/27/07

Reclassification/Equity Adjustment Review Committee Revised and Approved: 4/29/19