



Position: **Bilingual Staff Secretary I - Early Childhood Education**
Department: **Early Childhood Education**
Bargaining Unit: **CSEA**
Salary: **Classified Unit Salary Schedule, Range 29**

DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by Senior Director, Early Childhood Education or designee.

DISTINGUISHING CHARACTERISTICS

These classifications are distinguished in the following ways: The Bilingual Staff Secretary I - ECE is the entry level position in the series and is responsible for performing a wide variety of secretarial and clerical duties of average difficulty. The Bilingual Staff Secretary II - ECE is responsible for performing a wide variety of secretarial and clerical duties of above average difficulty. The Staff Secretary IV - ECE is responsible for performing a variety of complex secretarial and clerical tasks that require a high level of initiative and independent decision making skills.

EXAMPLE OF 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. Translate materials from English to native language and native language to English. This includes, but is not limited to, office communications, site staff communications and information for the community.
5. Serve as the bilingual verbal translator between community members, parents, children and staff.
6. Order and maintain an inventory of materials and supplies.
7. Assist in maintaining an accurate and current record of program expenditures by account.
8. Explain District and office policies, procedures and requirements related to Early Childhood Education.
9. Provide information to District personnel and the public which accurately reflects District policies and administrative regulations/procedures.
10. Schedule appointments and meetings.
11. Maintain organized and auditable files.
12. Utilize technology as appropriate to the position.
13. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
14. Perform other related duties as assigned.

JOB REQUIREMENTS

Knowledge of:

- E-mail and calendaring programs.
- Word processing, database and spreadsheet programs to develop and produce correspondence, reports, publications, presentations and projects.
- letter and report writing techniques.
- Modern office methods and practices.

Work Factors:

- **Observance of Work Hours** – Punctuality in reporting to or leaving duty station in accordance with prescribed schedule of working hours.
- **Safety Practices** – Complying with safety practices, particularly situations involving pupils.
- **Quality of Work** – Degree of excellence of the work performed.



Position: Bilingual Staff Secretary I - Early Childhood Education (continued)

- **Quantity of Acceptable Work** – The amount of work completed in relation to the scheduled work load.
- **Work Judgements** – Analyzing work situations and drawing sound conclusions.
- **Planning & Organizing** – Planning and organizing assigned duties to achieve desired results.
- **Work Knowledge/Skills** – Attainment of specialized knowledge needed to perform the job responsibilities.
- **Meets Assignment Deadlines** – Timely completion of reasonable deadlines.
- **Accepts Direction** – Acceptance of supervision, training, and instruction.
- **Accepts Change** – Adaptability and flexibility to work situations and/or circumstances.
- **Accepts Responsibility** – Willingness to accept responsibility.
- **Operation & Care of Equipment** – Concern for safe, responsible, and reasonable operation or use of equipment.
- **Initiative** – Showing initiative in work improvements, identifying and correcting errors, and initiating work activities.
- **Interpersonal Relationships** – Interacting with students, parents, coworkers, and administrators in a positive and constructive manner.
- **Appearance of Work Station** – Neat and efficient arrangement of work area.
- **Grooming & Dress** – Appropriate personal appearance and work attire in relation to health, safety, and organizational standards.
- **Reading Comprehension** – Demonstrating reading comprehension at least equal to that of a H.S. senior.
- **Writing Skills** – Demonstrating writing skill at least equal to that of a H.S. senior.
- **Mathematical Skills** – Demonstrating mathematical skills at least equal to that of a H.S. senior.

MINIMUM QUALIFICATIONS

Experience:

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

Education:

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

License/Certificate(s):

- Ability to type/keyboard at a net rate of 45 words per minute or equivalent MCS clerical assessment score.
- District Bilingual Assessment Certificate

Physical Characteristics:

- 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 physical ability to reach horizontally and vertically with arms.