

TITLE: STAFF SECRETARY

QUALIFICATIONS:

1. Knowledge of modern office procedures and operation of common office equipment including computer and word processing equipment
2. Ability to take and transcribe shorthand desirable; proficiency as typist; ability to make accurate arithmetical computations
3. Ability to follow oral and written directions; ability to use independent judgment; ability to coordinate work of others
4. Ability to work effectively with staff, students and public
5. Must pass required tests

REPORTS TO: Administrator as assigned

JOB GOAL: To provide services which contribute to effectiveness of department by performing variety of general secretarial and clerical duties

PERFORMANCE RESPONSIBILITIES:

1. Performs variety of secretarial and clerical work related to function to which assigned
2. May take and transcribe dictation of various types including board agenda, correspondence, reports, notices and recommendations
3. Types letters, masters, permits, records, case records, lists, requisitions, work tags and other miscellaneous materials
4. Maintains schedule of appointments and makes arrangements for conferences and interviews; answers inquiries and provides information to staff and public
5. Keeps records, maintains files and performs other clerical duties common to school district organization
6. Performs any bookkeeping tasks associated with position
7. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; classified salary schedule, class 22

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable

