

## SECRETARY I

**CLASSIFICATION:** Classified

**IMMEDIATE SUPERVISOR'S TITLE:** Site Administrator or Counselor

**EVALUATOR'S TITLE:** Site Administrator

**JOB SUMMARY:** Under general supervision, performs a variety of responsible clerical and secretarial duties of a confidential nature for a continuation school principal, site vice principal, or counseling office.

### **ESSENTIAL DUTIES:**

- Provide responsible office assistance to site administrators
- Prepare and disseminate a variety of correspondence, statistical information, and reports
- Prepare, from direction, forms and correspondence for all aspects of student discipline
- Explain district and/or school policies and procedures in person or over the phone
- Maintain and update a variety of student files and reports including transcripts, athletic eligibility and team rosters, counseling records, student debt records, and extra-curricular records
- Schedule meetings and appointments
- Issue and code purchase orders; receive and verify materials ordered; issue work orders
- Prepare, coordinate and disburse materials for special events, including registration, awards, and graduation
- Compile District, County and State reports, including staff attendance and substitute reports
- Act as office receptionist, assisting staff, students, parents and community members
- Respond to inquiries or requests from staff, students, parents and community members
- Assist with preparation, organization and record keeping for student testing programs
- May check-in substitute teachers and complete required paperwork
- Perform mathematical computations to determine grade point averages, class ranking and account balances
- Enter and recall data on computer terminal
- Prepare school newsletter and coordinate bulk mailings

### **OTHER DUTIES:**

- Maintain Master Calendar
- May perform the duties of the Registrar, Attendance Clerk, Clerk Typist I, Clerk Typist II
- May be required to assume duties of Secretary II
- May schedule room and facility use
- Supervise student assistants
- Other related duties as assigned

### **EMPLOYMENT STANDARDS:**

• **Training and Experience** -One year of responsible clerical experience. Intermediate computer skills in word processing. Knowledge of: basic math, English usage, spelling, grammar and punctuation; good office practices; record keeping practices and procedures. Ability to: maintain confidentiality; work with little supervision; interact with staff; work independently; learn and apply District and site policies and procedures. Good organizational skills.

• **Physical Effort/Working Environment** - Indoor work environment; occasional lifting of light parcels.

- **Licenses/Certification** -A valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be required.

- **Education** - Completion of twelfth grade or equivalent.

West Sonoma County Union High School District  
Classified Salary Schedule - Range 26  
Approved: June 17, 1999  
Revised: