



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Ave – Hemet, CA 92545-3637 - (951) 765-5100

CONFIDENTIAL SECRETARY

JOB SUMMARY

Under general supervision or direction, to perform a wide variety of confidential clerical, secretarial and technical duties; to manage/supervise site staff as assigned by the supervisor. Assignments in this class are characterized by the performance of a wide variety of clerical and secretarial work for one or more members of the District level management staff, and involve duties and responsibilities determined to be confidential in nature, and to do other related work as may be required.

ESSENTIAL FUNCTIONS

- Establish and maintain complex, interrelated filing systems and records;
- Review and check documents, records, and related forms for accuracy, completeness, and conformance to applicable rules and procedures;
- Give out information in person or by telephone where judgment, knowledge and interpretation of policies and procedures are necessary;
- Collect and compile statistical or financial data and other information for inclusion into special reports, proposals and presentations;
- Make travel and conference arrangements;
- Evaluate communication priorities, keep administrator informed, and relay information accurately;
- Assemble and prepare confidential materials for agendas and meetings;
- Prepare and/or communicate memoranda concerning negotiations, grievances, litigations involving employer/employee relations;
- Work with staff on informal grievances;
- Type, maintain, gather information related to, and file disciplinary documents, grievances and responses to grievances;
- Effectively recommend discharge and hiring of employees;
- Type a variety of materials including correspondence, narrative and statistical reports, forms, lists and records;
- Gather data and information and assume responsibility for replying to various requests and inquiries for information, research assigned topics and prepare required reports;
- Type and maintain negotiation minutes for classified bargaining unit;
- Be involved in grievance processing, including the typing and processing of correspondence and other materials involving grievances;
- Assist the supervisor in the preparation of input and proposals for negotiations;
- Attend management council meetings;
- Serve as secretary to various committees;
- Serve as liaison between administrator and other District offices and staff;
- Receive and handle heavy telephone and personal contacts from schools, staff, other agencies and general public;
- Be involved in disciplinary and termination proceedings, including gathering data and typing of correspondence and process forms;
- May prepare daily and monthly records and lists of substitutes used and their assignments, and monitors substitute assignments relating to attainment of permanent status;
- Operate a variety of office equipment including word processor and/or computer terminal;
- Have access to/handle permanent personnel files containing confidential information about Certificated and Classified employees;
- Maintain site personnel files;
- Assist and provide input to supervisor on evaluations of clerical staff;
- Reward staff with supervisor's concurrence;
- Implement initial steps of progressive discipline for staff as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE OF

- The functions, organization, rules, procedures and programs of the administrative office to which assigned;
- Modern office procedures and practices including complex filing and indexing systems,
- Receptionist and telephone techniques;
- Office machines and equipment including use of word processor and/or computer terminal;
- Correct English usage, spelling, grammar, vocabulary, and punctuation.

EMPLOYMENT STANDARDS
CONFIDENTIAL SECRETARY (Continued)

ABILITY TO

- Perform secretarial and clerical work involving the use of independent judgment;
- Maintain strict confidence concerning job related information;
- Accurately interpret and apply District Policies, procedures and regulations;
- Compose correspondence using own initiative;
- Carry out assignments with minimal supervision;
- Assemble data and prepare confidential reports;
- Work autonomously;
- Make independent decisions;
- Manage multiple tasks;
- Organize tasks, set priorities, maintain work pace;
- Effectively supervise staff as assigned;
- Analyze situations accurately and adopt an effective course of action;
- Meet the public tactfully and courteously;
- Keyboard at a rate of 60 net words per minute with accuracy;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative work relationships with those contacted during the course of work;

EDUCATION

High school diploma or general education degree (GED) and possession of the knowledge and abilities listed above.

EXPERIENCE

Three (3) years of current experience performing increasingly responsible clerical and/or secretarial duties.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential functions of the position.

Physical Demands: Sitting (up to continuously); stand, walk, bend, stoop, look up/down (occasionally); push, pull, twist, squat, climb stairs (infrequently); repetitive hand activities within close reach, such as keyboard, mouse, handwriting, files and phone (continuously); lift/carry office supplies up to 10 pounds (occasionally); to 30 pounds (infrequently); use seeing, hearing and speaking.

Working Conditions: Indoors office setting; Exposure to: inside/outside temperature swings, moderate noise from office equipment; office dust and fumes or airborne particles.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the position.

EMPLOYMENT STATUS

Confidential Position.