



HEMET UNIFIED SCHOOL DISTRICT
1791 West Acacia Avenue – Hemet, CA 92545-3637 - (951) 765-5100

SECRETARY I

JOB SUMMARY

This is the entry-level class in the secretarial series. Positions in this class require prior clerical and/or office experience, and are characterized by the performance of a wide variety of clerical and secretarial work under general supervision; perform essential job duties and responsibilities and other related work as may be required.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- May act as a receptionist to greet students, staff and the public, answer questions and give out standardized information;
- Initiate and answer telephone calls, make appointments, refer callers to appropriate office or furnish requested information if known;
- Open and screen incoming mail for supervisor(s);
- Compose correspondence on routine matters;
- Maintain appointment calendars;
- Maintain records of subject matter of assigned unit,
- Summarize and compile information to prepare reports/assemble materials;
- May assist supervisor in preparing and setting up materials for special workshops including doing memoranda, attendance lists, agendas and evaluation surveys;
- May organize budget books or other financial material and maintain accurate fiscal records;
- Gather information and prepare agendas for meetings;
- May attend meetings and take notes of business transacted and prepare official minutes from notes taken;
- Require computational and posting work involved in the student attendance function of the school;
- May prepare daily and monthly attendance reports as necessary;
- May administer first aid to students and contact parents and emergency assistance agencies in cases of serious illness or injury.
- Operate a variety of office equipment including a computer, printer, scanner, calculator, copy/fax machine;
- Perform other related work as may be required.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

- Modern office methods, procedures and machines including filing systems; receptionist telephone techniques, and software programs;
- Writing correspondence and reports;
- General public relations;
- Office machines and equipment including the use of a computer;
- Basic budgetary principles and practices;
- Correct English usage, spelling, grammar and punctuation;
- Policies, rules, organization and functions of unit to which assigned.

Ability to:

- Perform secretarial level work of average difficulty with accuracy and speed;
- Learn and interpret specific rules, policies, and laws and apply them with good judgment in a variety of procedural situations;
- Establish and maintain indexes and files;
- Type or keyboard at a net corrected speed of 45 words per minute;
- Learn and utilize new and current technologies;
- Make arithmetic calculations with speed and accuracy;
- Understand and carry out oral and written directions;
- Read, write or speak a secondary language (some positions);
- Establish and maintain effective working relationships with those contacted in the course of work;
- Follow work and safety procedures
- Understand and follow oral and written directions;
- Demonstrate good judgment and good problem solving skills;
- Orient/ train/supervise others;
- Work autonomously;
- Organize tasks, set priorities and meet deadlines;

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SECRETARY I
(Continued)

EMPLOYMENT STANDARDS (Continued)

Ability to: (Continued)

- Perform simple and complex tasks;
- Manage multiple tasks;
- Respond appropriately to direction and changes in the work setting.

SPECIAL REQUIREMENTS

- Some positions in this class may require individuals who can read, write and speak a secondary language.

EDUCATION AND EXPERIENCE

Education: Equivalent to graduation from high school, and possession of the knowledge and abilities listed above.

Experience: Two (2) years of experience performing increasingly responsible clerical duties; OR one (1) year of experience at or equivalent to the level of Clerk III in the Hemet Unified School District.

REQUIRED LICENSES AND/OR CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by the District's insurance carrier and maintain such insurability.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical demands that this position classification must perform in carrying out the essential job duties and responsibilities listed above.

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 & phone (continuously); lift/carry office supplies up to 10 pounds (occasionally), to 30 pounds (infrequently); use seeing, hearing and speaking.

Working Conditions: School office and grounds. Exposure to: inside/outside temperature swings, use of office equipment & supplies, proximity to alarms.

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

EMPLOYMENT STATUS

Classified Bargaining Unit Position
Range 26

December 2014