



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

SECRETARY IV

JOB SUMMARY

Positions in this class may be found at a school or in a District administrative office, and work under general supervision. Positions in this class have a greater working knowledge of the technical subject matter and functions of the office or department to which assigned. Positions in this class may be assigned working supervision over students and other clerical employees engaged in closely related activities; perform essential job duties and responsibilities and other related work as may be required.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Act as a receptionist for an office or department, and provide information and assistance to District employees, students, and the general public through personal contact or by telephone;
- Compose correspondence, directives and bulletins independently;
- Type a variety of materials including correspondence;
- May take and transcribe minutes from meetings of a variety of committees;
- Arrange and schedule committee meetings and conferences;
- May assist with the preparation of materials for Board agenda;
- Proofread documents and reports;
- Make appointments and maintain calendar for supervisor and other staff;
- Establish and maintain complex interrelated filing systems and records;
- Serve as a liaison between supervisor and other district officials;
- Review and check documents, records, and related forms for accuracy, completeness and conformance to applicable rules and regulations;
- Review reports and maintain records of expenditures;
- Assist in preparing budget estimates;
- Open, date stamp and distribute mail, and identify and refer matters to the assigned administrator in order of priority;
- May train and assign work to other office clerical personnel;
- Positions for the Child Welfare and Attendance Office will attend special hearings;
- Operate a variety of office equipment including a computer, printer, scanner, calculator, copy/fax machine;
- Summarize and compile information necessary for preparation of reports and studies;
- Provide clerical support in such areas as enrollment, attendance, registration, student records, personnel functions or data processing;
- Assist and provide input to principal on evaluations of clerical staff; reward staff with principal's concurrence; maintain site personnel files;
- Maintain supplies and coordinate and supervise requisitioning, record-keeping and distribution;
- Prepare and oversee the preparation of monthly attendance reports;
- Orient substitutes and assist with assignments;
- In the absence of the Health Technician, may administer first aid, call for assistance if necessary and notify parents of sick or injured students;
- Maintain accounting ledgers and monitor the established yearly budget for the worksite; assist in and prepare purchase orders;
- Attend Office Manager meetings;
- Perform other related work as may be required.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

- Modern office methods and practices including filing systems, receptionist telephone techniques, and software programs;
- General public relations;
- Basic budgetary principles and practices;
- Correct English usage, spelling, grammar, punctuation, and manuscript and report formatting;
- Policies, rules, organization and functions of the unit to which assigned.

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SECRETARY IV

(Continued)

EMPLOYMENT STANDARDS (Continued)

Ability to:

- Perform clerical and secretarial work of above average difficulty with accuracy and speed;
- Learn and interpret specific rules, laws, and policies and apply them with good judgment in a variety of procedural situations;
- Assume responsibility and use good judgment in recognizing scope of authority;
- Compile data and information, and prepare comprehensive reports;
- Establish and maintain a complex data management, storage, and retrieval system;
- Type or keyboard at a net corrected speed of 45 words per minute;
- Deal effectively with a wide variety of situations requiring diplomacy, friendliness, poise and firmness;
- Maintain confidentiality of privileged information;
- Understand and carry out oral and written directions;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Demonstrate good judgment and good problem solving skills;
- Orient/ train/supervise others;
- Work autonomously;
- Organize tasks, set priorities and meet deadlines;
- Perform simple & complex tasks;
- Learn and utilize new and current technologies;
- Manage multiple tasks;
- Respond appropriately to direction & 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: Three (3) years of experience performing increasingly responsible clerical duties; OR one (1) year of experience at or equivalent to the level of Secretary II 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 aspects that this position classification must perform in carrying out the essential duties and responsibilities 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 & 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

Bargaining Unit Position
Range 34

December 2014