

SCHOOL SECRETARY I

DISTINGUISHING FEATURES OF THE CLASS:

This is an entry level clerical position in a school district responsible for the performance of routine keyboarding and clerical tasks. Specific duties vary with the needs of the office. Considerable contact with the public, school personnel and students is involved. The class differs from School Secretary II in that the duties are of a less complex nature and are performed according to prescribed procedures. Direct supervision is received when incumbents are new to the position, with supervision decreasing as job familiarity increases. Supervision of others is not normally a function of the class.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed that could reasonably be expected to be performed by an employee in this title.

1. Serves as office secretary;
2. Operates a keyboard in the preparation of letters, memoranda, book orders, or confidential student case records;
3. Performs simple office duties of a secretarial nature; i.e., arranges meetings and appointments, takes messages;
4. Performs routine clerical duties;
5. Operates office machinery (calculator, copy-machine);
6. Answers telephone and/or operates a central telephone console;
7. Refers telephone calls to other departments or agencies;
8. Assists students, school personnel and the public;
9. Prepares purchase orders;
10. Takes inventories;
11. Maintains files and records;
12. Uses electronic data processing equipment in the storage and retrieval of information;
13. May maintain records of and perform follow-up on student attendance;
14. Greets callers and/or visitors;

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of business English necessary to recognize and correct common errors in correspondence, records, and reports;

Knowledge of arithmetic to verify calculations and report on work activities;

Knowledge of record keeping necessary to organize data from several sources, scheduling, and for maintaining a record system using running balances;

Skill in operating office automation equipment sufficient to produce work accurately and efficiently;

Ability to operate a keyboard at not less than 35 words per minute;

Ability to learn software packages for word processing to produce a variety of information;

Ability to understand and follow oral and written directions;

Ability to take minutes and prepare summary notes;

Ability to learn and work within departmental procedures and guidelines;

Ability to provide basic information and direction to the public;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

SCHOOL SECRETARY I (cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT:

Candidates must indicate keyboarding ability; i.e., courses in keyboarding or keyboarding work experience.

NOTE: A performance test in keyboarding will be required.

CL5420

ADOPTED: 10/13/88

REVISED: 01/31/91 01/25/95 03/24/2015