

## **SCHOOL SECRETARY I (STENOGRAPHER)**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is an entry level clerical position in a school district responsible for the performance of routine stenographic, 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 (Stenographer) 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:**

1. Serves as office secretary;
2. Takes and transcribes memoranda, letters, reports, and other materials;
3. Operates a keyboard in the preparation of letters, memoranda, book orders, or confidential student case records;
4. Performs simple office duties of a secretarial nature; i.e., arranges meetings and appointments, takes messages;
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;
15. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Working knowledge of office terminology, procedures and equipment; working knowledge of business English and arithmetic; ability to operate a keyboard at not less than 35 words per minute; ability to take dictation at not less than 80 words per minute; ability to learn the use of electronic data processing equipment; ability to understand and follow oral and written instructions; ability to maintain neat and legible records; ability to maintain satisfactory working relationships with others, including the public; ability to perform simple arithmetic operations; patience; tact and courtesy; physical condition commensurate with the demands of the position.

**SCHOOL SECRETARY I (STENOGRAPHER)** (Cont'd)

**MINIMUM QUALIFICATIONS:**

None

**SPECIAL REQUIREMENT:**

Candidates must indicate stenographic and keyboarding ability; i.e., courses in stenography and typing or skilled stenographic and keyboarding work experience.

**NOTE:** A performance test in stenography and keyboarding will be required.

CL5421

ADOPTED: 10/13/88

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