

Solano County
Office of Education

JOB TITLE: School Secretary (Range 19)

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under general supervision, performs a variety of secretarial, clerical, and receptionist duties involved in coordinating the work of the school office, relieving the school administrator of minor administrative details and duties. This work consists of varied responsibilities and clerical duties at a journeyman level of job performance.

JOB REQUIREMENTS AND QUALIFICATIONS

- Ability to type accurately.
- Ability to handle confidential material with discretion.
- Knowledge of efficient office methods and practices including filing systems, business correspondence, receptionist techniques, and report writing.
- Knowledge of English usage, grammar, spelling, vocabulary, and punctuation.
- Ability to operate standard office machines and Operation of a computer and assigned software.
- Ability to effectively communicate in both oral and written form.
- Ability to establish and maintain effective work relationships with fellow employees, teachers, administrators, students, parents, contact with other agencies, and the general public.
- Ability to perform routine arithmetical calculations.
- Ability to understand and follow instructions, both oral and written.
- Beginning level of skills as measured by high school diploma or G.E.D. equivalent.

ESSENTIAL DUTIES

- Acts as receptionist and provides information to visitors, parents, students, and the public by phone, internet, or over the counter regarding school programs and policies; greets substitute teachers and paraeducators, providing necessary materials and information.

- Processes details not requiring the attention of an administrator using discretion and knowledge to resolve problems for students, staff, and parents.
- Prepares a variety of materials including reports, memos, forms, programs, correspondence, evaluations, purchase orders, parents' notices, instructional materials, and newsletters; composes routine correspondence from basic oral or written instructions.
- May provide clerical assistance to school-related groups or assist teachers in the preparation of classroom materials.
- Requisitions, stores, inventories, and distributes supplies, equipment, books, and other instructional materials.
- Maintains office filing system and student records.
- May maintain continuing record of budgetary expenditures and transfer funds and/or charges as necessary to maintain positive account balances; collects and accounts for money; maintains student body books as per state manual; may compute daily lunch count and review application for free lunch program.
- Maintains building keys; maintains office storage area and office equipment.
- Manages program vehicles assigned and maintains vehicle keys securely at the worksite.
- May confer with parents regarding students' absences; may admit returning or tardy students; may arrange transportation for field trips or other extracurricular trips.
- Schedules the use of school facilities and maintains school calendar.
- Opens and distributes mail.
- Makes appointments and schedules meetings including parent conferences.
- Assists in the completion of accident report forms for students and staff.
- Provides operational support for all sites and programs supervised by the school principal.
- Submits facilities and maintenance requests.
- Performs related duties as assigned by Program Administrator(s).

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a framework of standard policies and procedures.

SUPERVISION EXERCISED

Employees in this classification may coordinate the workflow for other staff members in operational unit as it relates to clerical tasks or special project objectives.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (30%) Walking (20%) Sitting (50%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (3) Bending (3)

Pushing and/or
Pulling Loads (2) Reaching
Overhead (2) Kneeling or
Squatting (3)

Climbing Stairs (1) Climbing Ladders (1)