



Job Description

POSITION TITLE:	Staff Secretary	# 2370
SALARY PLACEMENT:	Classified Salary Schedule Range 27	

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

High school diploma or equivalent of the completion of the twelfth grade, secretarial training or business/computer courses obtained through a community college, trade or correspondence school. Experience of a closely related nature may be substituted. One year of varied and progressively responsible secretarial experience.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Computer skills. Experience working in a school district or county office of education.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Intermediate typing/word processing skills. Intermediate computer skills. Ability to carry out oral and written directions; make routine decisions; communicate effectively; establish and maintain cooperative working relationships; and to prepare correspondence with minimum direction. Be flexible and receptive to change.

SUMMARY OF POSITION:

Under direction of management personnel, performs a wide variety of responsible secretarial, clerical, and basic budgeting duties; has extensive dealings with the public and school district personnel. Does related work as required.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Serves as staff secretary to departmental personnel. Answers telephone calls; handles visitors; receives and relays messages; handles requests for information and assistance.
2. Attends to clerical detail utilizing initiative, problem solving techniques, good judgment and confidentiality.
3. Schedules appointments; types letters and notices; prepares materials and reports as needed.
4. Maintains records and prepares notices and documents.
5. Prepares correspondence with minimum direction.
6. Maintains strict confidentiality on all job-related matters.
7. Prepares a variety of communicative subject matter that may include privileged and highly sensitive material.
8. Makes mathematical calculations with speed and accuracy.
9. Performs other related duties as required.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.

6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district office staff, and the public.

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rev 9/10/12 sc