



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

HIGH SCHOOL SECRETARY

DEFINITION

Under general supervision, to perform a variety of clerical, secretarial and recordkeeping duties; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class typically serve as a secretary to assistant principals or deans at a high school or as a secondary secretarial position in a large school office. While all positions are assigned a variety of clerical, receptionist, secretarial and recordkeeping duties at a similar level of difficulty, individual mixes of duties and responsibilities vary. None of the incumbents would individually perform all of the duties listed below.

EXAMPLES OF DUTIES

Serves as receptionist to students, faculty, parents and the general public, providing information and assistance and routing calls as necessary to proper office or person; types a variety of materials, such as forms, correspondence, memos, confidential reports, cards, requisitions, lists and handbooks; may serve as recording secretary at a variety of meetings; trains and supervises student assistants; schedules a variety of meetings and conferences; assembles and mails student attendance reports to parents; maintains and updates student discipline folders; reviews attendance lists and distributes call slips; operates duplicating machines; requisitions needed office materials and supplies and maintains inventory records; receives and processes school work orders; distributes, collects and maintains records of keys; receives and processes transportation requests; compiles data for a variety of reports; maintains a variety of lists of students; orders and requisitions supplies; assists in budget preparation activities; performs a wide variety of related office clerical and secretarial duties.

REQUIRED QUALIFICATIONS

Knowledge of:

- Office methods and practices, including filing systems, receptionist and telephone techniques, and letter and report writing
- English usage, vocabulary, spelling, grammar and punctuation
- Basic computer skills
- Modern office machines and equipment

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Ability to:

Perform responsible secretarial and clerical work of average difficulty
Compile data and maintain accurate and complete records
Deal effectively with a wide variety of personalities and situations requiring diplomacy
friendliness, poise and firmness
Learn and apply school rules, procedures and policies
Operate a computer
Type at a speed of not less than 45 words per minute from clear copy
Train and supervise student assistants

Training and Experience:

Two years of clerical and secretarial experience, preferably including experience in performing recordkeeping and public contact duties

This position will be paid on the appropriate step of the classified salary schedule.

- Range 151
- 10 months