

SECRETARY I

DEFINITION

Under supervision, performs varied secretarial and clerical work functions; takes and transcribes shorthand notes using a micro-computer and application software; performs other related work as assigned and/or required.

ESSENTIAL DUTIES

- serves as a secretary, taking and transcribing dictation and notes regarding varied correspondence, memoranda, reports, or other related materials
- may independently compose and type routine memoranda, reports, and related material
- composes and types routine memoranda and correspondence from brief verbal or written instructions that may deal with privileged or sensitive information and data
- may take minutes and/or notes of meetings and conferences, and prepares accurate summaries
- establishes and maintains numerical, alphabetical and subject matter files
- may perform as a receptionist arranging appointments and meetings
- answers the telephone and initiates outgoing calls
- assists office visitors
- compiles information and prepares reports
- reviews records, reports and data for accuracy, completeness and compliance with predetermined and standardized procedures
- utilizes a computerized record management, storage and retrieval system and performs data entry and draft data-related reports
- relieves the supervisor of routine administrative or secretarial/clerical detail
- operates a variety of standard office equipment, including micro-computers and computer terminals

QUALIFICATIONS

Knowledge of: Modern office practices, procedures, and techniques; English usage, spelling, grammar, and punctuation; standard office machines and equipment, including micro-computers and computer terminals.

Ability to: Learn and apply policies, regulations, and operational procedures; perform secretarial and clerical functions of average to above average difficulty with speed and accuracy; make mathematical calculations with speed and accuracy; take summary notes and transcribe dictation accurately using transcription equipment; effectively operate a micro-computer and use appropriate software applications; establish and maintain an automated data management, storage and retrieval system; understand and follow oral and written directions; establish and maintain cooperative working relationships

***BILINGUAL positions require proficiency in both oral and written Spanish and may require translating from English to Spanish and from Spanish to English.**

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but may walk or stand for brief periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: A minimum of one year experience performing secretarial or general clerical functions.

Education: Verification of a High School diploma, a GED certificate, or a higher degree. Coursework in basic computer applications, data entry, record management, and general office practices is desirable.

License Requirement: Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment: Insurability by the District's liability insurance carrier.

Certificate Requirement: For school site positions, verification of a current First Aid certificate issued by the American Red Cross or the American Heart Association is required at time of employment, and must be kept current as a condition of continued employment.