

AMADOR COUNTY UNIFIED SCHOOL DISTRICT
DEPARTMENT SECRETARY

DEFINITION

Under the supervision of the Department Director to perform a variety of complex secretarial work of high difficulty.

CLASS CHARACTERISTICS

Positions in this class perform a variety of complex secretarial work in a Department Office for the District. Secretarial assignments are of high difficulty. A major portion of the incumbent's time in this class is spent performing communication and any listed tasks. Incumbents are expected to refer matters which are inconsistent with office organizational patterns to the Director for instruction. This class is distinguished from other clerical classification by the emphasis of the complex duties required.

EXAMPLES OF DUTIES

- Operates computer terminal to keyboard letters, bulletins, contracts, brochures, reports, standard forms, purchase orders and other documents;
- Over sees the applicants, processing of and purchases of bus passes for student ridership;
- Responds to routine correspondence not requiring Director's personal attention; proof reads for clerical accuracy.
- Acts as receptionist and receives office visitors
- Responds to inquiries or schedules appointments;
- Assist drivers with student information for bus passes and citations;
- Receives, opens, date stamps and routes mail;
- Key in data related to time sheets each day;
- Compiles and submits orders for office supplies;
- Makes arrangements for travel and accommodations for staff for out-of-town travel;
- Requests, schedules and sets-up rooms for meetings;
- Attends committee meetings, distributes and collects materials, takes notes and transcribes notes for Director's review;
- Receives checks, verifies, corrects and processes a variety of forms and documents following well-defined processes;
- Maintains records of expenditures from budgetary accounts of the department;
- Prepares receipts and balances petty cash for departments;
- Accounts for monies received and prepares deposits;
- Reviews records and reports for accuracy and compliance with established procedures;
- Performs related work as required.
- Assist with inventory, shipping and receiving parts and supplies.

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LICENSE REQUIRED

Possession of a valid and appropriate California Driver's License;

QUALIFICATIONS

Knowledge of:

- Correct English usage, spelling, grammar, punctuation and vocabulary;
- Modern office techniques and equipment, including Microsoft Office, letter and report writing;
- Modern filing systems and practices;
- Business mathematics;
- Computer terminal operating procedures;
- Basic public relations;
- Computer Software (TransTraks, etc.) desirable;

Ability to:

- Keyboard at a net corrected speed of 50 words per minute from clear copy;
- Learn and apply specific rules, policies and procedures of the department;
- Operate a variety of standard office equipment, including a word processor and computer terminal and two-way radio;
- Organize assigned work to meet deadlines;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions;
- Establish and maintain effective working relationships with those contacted in the course of work.

TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is working-level experience performing routine secretarial duties of average difficulty;

and/or

Completion of coursework in secretarial science or a closely related field.

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PHYSICAL DEMANDS AND WORKING CONDITIONS

Employee lifts/carries 54 occasionally (less than 33% of the time.)
Employee lifts/carries 10 frequently (34-66% of the time).
Employee lifts/carries 3 constantly (67-100% of the time).
Employee's position requires pushing a maximum force of 14 on objects.
Employee's position requires pulling a maximum force of 14 on objects.

Requirements

TB Clearance
Department of Justice Fingerprint Clearance

Mobility:

Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Mobility of lower body is not required.

Vision:

Positions in this class require vision (which may be corrected) to read small print.

Other Conditions:

Incumbents of positions in this class may be required to attend public evening meetings and/or to travel within County boundaries to attend meetings;
Incumbents may be required to work at a video display terminal for prolonged periods.

SALARY LEVEL

Range 17 of the ACUSD Classified Salary Schedule.