

AMADOR COUNTY UNIFIED SCHOOL DISTRICT  
SECRETARY

DEFINITION

Under supervision, to perform clerical and secretarial work of average difficulty; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class perform general clerical and secretarial work in an office at a school or the District central office. A major portion of the incumbent's time in this class is spent in performing receptionist and communication tasks in a position characterized by the general nature of duties. Clerical and secretarial assignments are of average difficulty. Incumbents perform work which has some variation and which allows or requires a choice in the selection of filing procedures, record keeping and office organization. Work is generally reviewed upon completion for final results. Incumbents are expected to refer matters which are inconsistent with office organizational patterns to the supervisor for instruction. This class is distinguished from other clerical classes by the emphasis of those duties requiring the immediate support of an individual administrator.

EXAMPLES OF DUTIES

- Operates typewriter, word processor or computer terminal to keyboard letters, bulletins, contracts, brochures, reports, standard forms, purchase orders and other documents;
- Responds to routine correspondence not requiring supervisor's personal attention;
- Acts as receptionist;
- Receives office visitors;
- Answers telephone;
- Responds to inquiries or schedules appointments;
- Receives, opens, date stamps and routes mail;
- Operates a computer terminal to enter, store and retrieve information;
- 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 supervisory review;
- Receives checks, verifies, corrects and processes a variety of forms and documents following well-defined processes;
- Duplicates, collates and binds a variety of materials;
- Maintains records of expenditures from budgetary accounts of the office;
- Contacts vendors to obtain pricing information;
- Prepares receipts for monies received;
- Accounts for monies received and prepares deposits;
- Prepares packages for mailing;
- Counts incoming and outgoing items;
- Arranges for use of facilities;
- Posts board agendas, summaries, job vacancies and District notices;
- Drives to locations in the District as a special courier;
- May take and transcribe shorthand notes;

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- May transcribe machine dictation;
- Proofreads for clerical accuracy;
- Reviews records and reports for accuracy and compliance with established procedures;
- Performs related work as required.

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 letter and report writing;  
Receptionist and telephone techniques;  
Modern filing systems and practices;  
Business mathematics;  
Computer terminal operating procedures;  
Basic public relations.

Ability to:

Keyboard at a net corrected speed of 50 words per minute from clear copy;  
Take and transcribe dictation (may be required);  
Transcribe dictation from a machine (may be required);  
Learn and apply specific rules, policies and procedures of the assigned office or program;  
Operate a variety of standard office equipment, including a word processor and computer terminal;  
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 which may include dictation;

and

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

or

Experience at or equivalent to the level of Office Clerk in the Amador County Unified School District, from which the incumbent has acquired the knowledge and abilities listed above.

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PHYSICAL DEMANDS AND WORKING CONDITIONS

Light work:

Positions in this class perform work which is primarily sedentary.

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 16 of the ACUSD Classified Salary Schedule.