

East Side Union High School District

Job title: **Department Secretary**

Description of basic functions and responsibilities

To perform a wide variety of highly responsible clerical/secretarial duties in support of the day-to-day operations relating to specific programs within assigned operational unit, office, or department. Employees in this classification receive limited supervision within a broad framework of policies and procedures. This job class performs complex and highly responsible secretarial/administrative and operational support functions. This job class requires initiative, independent judgment and organizational/problem solving skills. This job class processes routine administrative details not requiring the immediate attention of assigned department program manager.

SUPERVISOR: As assigned

TYPICAL DUTIES

Process routine administrative details not requiring the immediate attention of assigned department/program manager

Perform varied and responsible secretarial duties to assist in the coordination and processing of routine administrative operations within assigned unit

Types a wide variety of material such as interoffice communications, requisitions, forms, letters, statistical reports related to operational unit; composes correspondence from limited instruction

Monitors and maintains accounts/running balance and gathers data from financial reporting and budgetary purposes; performing necessary arithmetical computations verifying proper authorization for expenditures, processing payments, balancing accounts, etc.

Acts as office receptionist: answering telephones, making appointments; receiving and responding to student, faculty, administrators, parents, and the general public, giving information and assistance whenever possible regarding assigned functions and operation

Receives and resolves complaints utilizing knowledge of departments/program policies, procedures, rules, and requirements

Takes and/or transcribes dictation utilizing shorthand or transcription equipment

Arranges and schedules a variety of meetings, testing sessions, etc., notifying participants, confirming dates and times, reserving meeting sites and preparing needed agenda materials

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Ability to perform mathematical calculations accurately

Ability to establish and maintain efficient record keeping/filing systems and prepare reports as directed

Ability to prioritize activities and coordinate work flow to meet established timelines

Ability to analyze situations and take appropriate action regarding routine procedural matters without immediate supervision

Ability to operate a variety of standard office machines and equipment including typewriter, calculator, copier, computer terminal, and printer

Ability to communicate effectively in both oral and written forms

Ability to maintain effective work relationships with those contacted in the performance of required duties

May require:

Ability to take diction at a rate of 90 words per minute and transcribe it accurately

Possession of a valid California Driver License