

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Secretary I	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Assigned Department	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-27/CSEA 125 Salary Schedule

BASIC FUNCTION:

Under the direction of the assigned supervisor, perform secretarial duties and assist with a variety of clerical, technical and routine duties to meet the needs of the students, staff, sites and departments; prioritize, schedule and organize office functions; coordinate and ensure the timely delivery of communications to appropriate staff and sites/departments.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Perform secretarial duties and assist the supervisor with a variety of clerical, technical and routine administrative duties to meet the needs of the sites and departments; facilitate communications in a reasonable, timely manner between the supervisor and other District staff. *E*

Compose correspondence independently or from oral or written instructions; prepare, copy, email/mail and distribute information and materials to the appropriate staff and site/department or outside individuals/groups. *E*

Prepare and maintain a variety of documents, correspondence, reports and related materials, including information of sensitive nature requiring discretion. *E*

Collect and compile statistical and financial data and other information for inclusion into special and periodic reports. *E*

Coordinate assigned office activities and functions between the supervisor and staff, the public or other District staff. *E*

Receive, open and distribute or forward mail/email; receive visitors and answer telephone calls and refer to appropriate staff members. *E*

Arrange and schedule a variety of meetings and conferences. *E*

Operate a variety of office equipment including but not limited to typewriters, computers, copiers and fax machines. *E*

Assist in monitoring budget expenditures and maintaining financial records in support of ensuring the financial viability of the District; order and maintain office supplies and other materials; maintain current account balances. *E*

Take notes as required; record and transcribe minutes as assigned. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of responsible clerical experience.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current office practices, procedures and equipment.
Operation of a computer and data entry techniques.
Software programs including but not limited to word processing and spreadsheet.
Department operations, specific rules and procedures of the office.
Accurate financial and statistical record-keeping techniques.
Correct oral and written usage of English, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Receptionist and telephone techniques and etiquette.
Policies and objectives of assigned program and activities.
Education Codes, Board policies and District regulations related to assigned activities.

ABILITY TO:

Assemble diverse data and prepare clear and concise reports.
Maintain complex and varied files and records.
Utilize specific equipment as required by the position.
Interpret and apply specific rules, policies and procedures of the office or program to which assigned.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Effectively communicate and comprehend both orally and in writing.
Plan, organize and meet schedules and time lines.
Understand and work within scope of authority.
Prepare reports, correspondence and related materials.
Type and enter data accurately.
Work confidentially with discretion.
Learn new or updated computer systems/software programs to apply to current work.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Apply integrity and trust in all situations.
Actively participate in meeting District goals and outcomes.
Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; constant interruptions; contact with dissatisfied individuals; intermittent noise; repetitive activities.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting for extended periods of time; dexterity to operate a computer and other standardized office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist and kneeling or crouching to retrieve files from cabinets and shelves; hearing and speaking to exchange information in person or on the telephone; seeing to read various documents related to assigned activities; lifting light objects.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E= Essential Functions