

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: STAFF SECRETARY**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, provide varied and responsible secretarial and clerical support services to relieve the supervisor of administrative and clerical detail; organize office activities and coordinate flow of communications for the assigned supervisor; assure smooth and efficient office operations.

#### **ESSENTIAL FUNCTIONS:**

Perform a wide variety of responsible secretarial and clerical work related to the assigned office; compose independently or from oral instruction, letters requesting or providing information or dealing with routine matters; maintain confidentiality of sensitive and privileged information.

Coordinate office communications; initiate and answer telephone calls; screen and route calls; respond to inquiries and provide technical information related to office programs, schedules, activities, policies and procedures; resolve issues as appropriate.

Communicate with other departments, District staff and outside organizations to coordinate activities and exchange information; assure smooth and efficient office operations.

Prepare and maintain financial records related to the assignment; record expenditures and assist in monitoring department budgets; initiate purchase requisitions and budget transfers.

Compile information and prepare and maintain a wide variety of data and reports according to established procedures and time lines; process a variety of forms and applications pertinent to the assignment.

Establish and maintain various office and departmental records and files; sort, file and purge materials according to established procedures; release information from files to authorized personnel and outside agencies as appropriate.

Type letters, reports, memoranda, contracts, legal documents, records, forms and other materials from straight copy, rough drafts or oral instructions.

Coordinate and schedule meetings and appointments; maintain appointment calendar; reserve facilities; arrange travel reservations; compile and duplicate related materials as needed.

Inventory, order, receive, store and distribute office and departmental supplies, materials and equipment; follow-up with vendors concerning missing or incorrect orders; tabulate, duplicate and forward invoices to appropriate departments.

Operate a variety of office equipment including a fax machine, copier and a computer and assigned software.

Receive, open, sort, screen and distribute incoming mail; assist in the preparation and dissemination of materials and information to the public and staff regarding various events and programs.

Train and provide work direction and guidance to extra clerical staff and student assistants as assigned by the position; assist with recording and computing time sheets as assigned.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Terminology, processes and operations of assigned office or program.
- Financial record-keeping techniques.
- Telephone techniques and etiquette.
- Research methods and report preparation techniques.
- Applicable laws, codes, rules and regulations related to assigned activities.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Budgeting practices regarding monitoring and control.
- Methods of collecting and organizing data and information.
- Business letter and report writing techniques.
- Principles of training and providing work direction to others.

**ABILITY TO:**

- Perform varied and responsible secretarial and clerical support duties.
- Assure efficient and timely completion of office and program projects and activities.
- Operate a variety of office equipment including a computer and assigned software.
- Compose correspondence and written materials independently or from oral instructions.
- Establish and maintain a variety of filing systems.
- Interpret, apply and explain laws, rules, regulations, policies and procedures.
- Learn District organization, operations, policies and objectives.
- Work independently with little direction.
- Prioritize and schedule work.
- Understand and work within scope of authority.
- Type at a minimum of 35 words per minute from clear copy.
- Maintain financial records.

Train and provide work direction to others.  
Compile and verify data and prepare reports.  
Complete work with many interruptions.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Maintain consistent, punctual and regular attendance.  
Move hands and fingers to operate a computer keyboard.  
Hear and speak to exchange information in person and on the telephone.  
Sit or stand for extended periods of time.  
See to read a variety of materials.  
Bend at the waist, kneel or crouch to file materials.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school and three years of clerical or secretarial experience involving frequent public contact.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.