

HIGH SCHOOL SECRETARY

DEFINITION

Under direction, performs a variety of responsible office, secretarial, and coordinating duties for a high school principal; relieves the principal of office and administrative detail, including the functions of planning, organizing, and fiscal control; and performs related work as required.

LICENSE REQUIRED

Possession of a valid and appropriate California driver's license.

EXAMPLES OF DUTIES

Determines requirements for personnel and supplies and processes requisitions for same. *E*

Schedules meetings, appointments, and deadlines for principal and others; maintains yearly, monthly and daily calendar for principal. *E*

Designs administrative and clerical systems for high school. *E*

Participates in the selection of and trains clerical employees; prepares and distributes classified employee evaluations for the site. *E*

Collects, organizes, and assembles data and materials for principal. *E*

Provides assistance/advice to other clerical employees. *E*

Initiates and prepares forms for industrial accidents and authorizations for medical treatment. *E*

Assigns, directs and controls the flow of work to classified school employees. *E*

Prepares school event programs. *E*

Serves as secretary to the Sunset League Athletic Council. *E*

Inspects and verifies time cards and disperses pay warrants; initiates, prepares and verifies monthly extra-pay payroll. *E*

Develops and maintains budget records; maintains petty cash/revolving cash fund and records. *E*

Receives visitors and callers, determines needs and provides assistance as required or refers to other staff members; interprets and advises employees and general public on provisions of state and District laws, policies, and procedures. *E*

Maintains District policies and administrative regulations. *E*

EXAMPLES OF DUTIES (cont.)

Prepares and composes correspondence, reports, agendas, bulletins, some of which may be confidential in nature. *E*

Directs the work of others. *E*

Establishes and maintains filing systems, cross-reference systems, and tickler files.

Attends meetings and takes minutes as assigned.

Assists with the preparation of the Principal's Newsletter as assigned.

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Basic research and data collection procedures;
2. Techniques of office and time management;
3. Modern office equipment and procedures;
4. English usage, spelling, grammar, and punctuation;
5. Business math;
6. Methods and practices of financial record keeping, including bookkeeping procedures;
7. Basic principles of supervision and training; and
8. Business correspondence, report preparation, and composition techniques.

Ability to:

1. Perform highly responsible secretarial work;
2. Communicate effectively, both orally and in writing;
3. Maintain strict confidentiality of complex, confidential, and sensitive records;
4. Work within established guidelines, procedures, and timelines with frequent interruptions;
5. Operate a calculator quickly and accurately;
6. Operate word processor, computer, and dictation equipment;
7. Perform financial record keeping and bookkeeping work;
8. Read, understand, and interpret pertinent District and school policies and regulations;
9. Compose correspondence and minutes of meetings;
10. Develop calendars, schedule activities, and monitor progress to meet deadlines;
11. Keyboarding with accuracy at an acceptable rate of speed;
12. Supervise the work of others;
13. Understand and carry out oral and written instructions;
14. Establish and maintain effective relationships with those contacted in the course of work; and
15. Perform complex or varied tasks.

EDUCATION

Individuals possessing the knowledge, skills and abilities listed above are considered to possess the necessary education.

EXPERIENCE

Progressively responsible secretarial experience;

or

Experience at or above the level of Senior Secretary with the Huntington Beach Union High School District.

WORKING CONDITIONS

Environment:

Office environment.

Physical Abilities:

Dexterity of hands and fingers to operate a computer terminal and office equipment, hearing and speaking to exchange information; seeing to assure accurate and complete correspondence, reaching to retrieve and maintain files, sitting for extended periods of time.

Revised: 7/81  
4/88  
7/94