

Goleta Union School District

Secretary

Basic Function

Under the direction of a District-level coordinator, manager or supervisor, prioritize, schedule and perform a variety of secretarial and clerical duties; organize office functions and coordinate the flow of communications.

Representative Duties

Perform a broad range of secretarial duties and assist coordinators with a variety of clerical, technical and routine administrative duties; facilitate communications between the supervisor(s) and other District personnel. E

Compose correspondence independently or from oral or written instructions; prepare, duplicate and mail information and materials to parents, teachers, and administrators. E

Operate computer equipment to update database and to maintain a variety of documents, correspondence, reports and related materials. E

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

Communicate information in person or by telephone; coordinate activities for assigned office between the supervisor and staff, the public or other District officials. E

Receive, open and distribute mail; 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 machines and equipment. E

Assist in monitoring budget expenditures and maintaining financial records; order and maintain office supplies and other materials; maintain current account balances.

Perform related duties as assigned.

Knowledge and Abilities

Knowledge of:

District policies and procedures related to an assigned office.

Correct operations, procedures and methods of office to which assigned.

Modern office practices, procedures and equipment.

Financial and statistical record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Receptionist and telephone techniques.

Oral and written communication skills.

Operation of a computer and assigned software.

Knowledge of District policy and procedures related to an assigned office.

Secretary

Ability to:

Plan, schedule and perform a variety of secretarial, clerical and typing duties in support of assigned department or function.

Operate a computer and assigned software.

Assemble diverse data and prepare clear and concise reports.

Maintain complex and varied files and records.

Type at 50 words net per minute from clear copy.

Utilize transcription equipment as required by the position.

Interpret and apply specific rules, policies and procedures of the office or program to which assigned.

Operate a variety of office machines and equipment.

Communicate effectively both orally and in writing.

Meet schedules and time lines.

Prepare reports, correspondence and related materials.

Make arithmetic computations with speed and accuracy.

Establish and maintain cooperative and effective working relationships with others.

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

Licenses and Other Requirements

None

Working Conditions

Environment

Office environment.

Constant interruptions.

Physical Demands

Sitting and operating a keyboard to enter data into a computer terminal for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching to retrieve files and storage materials.

Hazards

None