

**Central Valley School District
Job Description #815**

TITLE **Central Office Secretary – Department/Coordinator Supervisor**

GENERAL SUMMARY

The Secretary to the Department/Coordinator Supervisor performs a wide variety of tasks to assure the smooth, accurate, and efficient operation of the department. S/he coordinates the overall secretarial functions of the office to best serve the community.

ESSENTIAL JOB FUNCTIONS

Depending upon the individual assignment, the Coordinator/Supervisor's Secretary may perform all or a combination of the following:

1. Exhibit confidentiality, initiative, creativity, and enthusiasm in performing job functions.
2. Respond to the public in a cordial, courteous manner; answer telephone; relay messages; schedule appointments; coordinate operations of the office of the Coordinator/Supervisor.
3. Compose and word process accurately and neatly a variety of materials such as letters, memoranda, bulletins, requisitions, claims, reports, statistical data, evaluations, etc.
4. Maintain calendar and arrange appointments, meetings and travel as requested.
5. Prepare all required reports as requested.
6. Provide secretarial support or assistance to department committees, as assigned.
7. Organize, compose and word process manuals, newsletters, guides, forms, calendars, report cards, schedules, charts and graphs as requested.
8. Assist in preparation of materials for workshops and inservices.
9. Keep accurate records as needed and maintain and revise office files as required.
10. Perform related duties as required by the Coordinator/Supervisor.

REPORTING RELATIONSHIPS

This position reports to the Department/Coordinator/Supervisor.

MENTAL DEMANDS

Experiences frequent interruptions; required to meet inflexible deadlines; requires concentration and attention to detail; may occasionally deal with distraught or difficult individuals.

PHYSICAL DEMANDS

Required to sit for prolonged periods; exposed to visual display terminal for prolonged periods; dexterity and precision required in the operation of a computer.

QUALIFICATIONS

1. Demonstrated skill in word processing and desktop publishing.
2. Skilled in use of computers, CD Rom, and data base concepts.
3. Knowledge of office machines; i.e. copier, computer, collator, laminator, etc.
4. Ability to compute mathematical and statistical data; basic knowledge of bookkeeping skills.
5. Excellent skills in oral and written communication.
6. Excellent organizational and filing skills.
7. Excellent public relations skills.
8. Demonstrated ability to multi-task and be flexible in the workplace.
9. Willing to share with and assist other department staff when appropriate and when time allows.
10. Demonstrated ability to work independently.
11. Skill in completing required state and federal reporting requirements for professional-technical education.
12. Willing to learn PC and Macintosh platforms.
13. Willing to learn the operation of the Internet for research assignments, e-mail and other operations.

UNIT AFFILIATION

PSE - Secretarial/Clerical

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

CLASSIFICATION HISTORY

Draft 4/15/03