

PERSONNEL

SCHOOL SECRETARY III

Salary Schedule 5 Range 8.5

DEFINITION

Under general direction of the Director of Special Services, (DSS) performs highly skilled and significantly complex secretarial work including planning, organizing, facilitating and participating in the clerical and secretarial operations; responsible for a variety of routine administrative detail, and related work as required. This position is assigned to the Special Education department.

DISTINGUISHING CHARACTERISTICS

The Secretary III differs from the class of Secretary II in that the duties and responsibilities are more varied, technical, and confidential in nature, involves a higher degree of initiative and independence, and more knowledge of the policies and procedures of district wide functions and operations. The Secretary III coordinates operating procedures, communications and administrative support functions of the Special Education department and supports Secretary I and Secretary II with these functions and compiles information for Special Education reporting for State and local student information and reporting systems such as CalPADS, Aeries, and SIRAS.

EXAMPLES OF DUTIES

Schedules IEPs and services for special needs students; receives callers in person and over the phone, answers questions regarding school matters; assists and reports matters of concern directly to the DSS; Uses discretion while assisting with staff flow (referring matters as necessary to administration), creates, maintains, and reviews student files for completeness; sends and receives special education records; submits referrals for outside services; assists student and faculty committees; types from rough drafts, copy, notes, or oral directions a wide variety of materials including letters, reports, bulletins, curriculum materials, tests, student and faculty referral letters, and memos; types material and maintains a wide variety of files including material of a confidential nature; prepares agendas for faculty; distributes such items as the curriculum guide and student and employee handbooks; compiles or coordinates the accumulation of information for reports; assists in reassigning work to clerical staff members during rush periods; enters, maintains, and tracks student data and enrollment; performs bookkeeping duties; arranges for substitutes; prepares monthly payroll and absence reports; and Special Education reporting for local, county, and state reports; coordinates the work of other secretarial employees, and facilitates secretaries meetings.

DESIRABLE QUALIFICATIONS

Knowledge of:

1. Functions and types of clerical operations performed at a public school;
2. Office methods and practices, including filing systems, receptionist and telephone techniques, and letter and report writing;
3. Business English, including vocabulary, correct grammatical usage, and punctuation;
4. Working knowledge of computers.

Ability to:

1. Interpret school district policies and regulations, and apply them with good judgment in a variety of procedural matters.
2. Perform difficult and responsible clerical work with speed and accuracy.
3. Compile and maintain accurate and complete records and reports.
4. Make arithmetical calculations with speed and accuracy.
5. Type at a speed of 45 words a minute from clear copy.
6. Operate a variety of office equipment including adding, duplicating, scanners, copiers, and office computers.

7. Understand and carry out oral and written directions.
8. Establish and maintain cooperative and effective relationships with students, parents, and administrative officials.
9. Work independently, while multi-tasking through a variety of interruptions.

Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

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| 1. Seldom = Less than 25 percent | 3. Often = 51-75 percent |
| 2. Occasional= 25-50 percent | 4. Very Frequent = 76 percent and above |

- 4 a. Ability to sit for extended periods of time.
- 2 b. Ability to stand for extended periods of time and ascend and descend steps.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 2 f. Ability to bend and twist, kneel and stoop.
- 1 g. Ability to lift 50 lbs.
- 1 h. Ability to carry 50 lbs.
- 2 i. Ability to reach all directions.

Experience/Education

Three years of responsible experience in clerical work, or related bachelor’s degree.

OTHER RELATED FUNCTIONS OF THIS POSITION

Assumes other duties and responsibilities as assigned by district superintendent.

Adopted: May 8, 2012

Revised: January 9, 2018

Revised: November 10, 2020