

Job Description

San Ramon Valley Unified School District

Department Secretary - District

Purpose Statement

The job of Department Secretary - District is done for the purpose of providing support to the educational process with specific responsibilities for a variety of advanced, complex secretarial services in support of assigned administrator and department; organizing and coordinating office activities; and coordinating the flow of communication to District sites and departments.

This job reports to Assigned Supervisor

Essential Functions

- Attends meetings for the purpose of completing activities and ensuring accurate information.
- Communicates with staff and public on confidential or sensitive issues for the purpose of providing information and/or routing inquiries in accordance with established guidelines and procedures.
- Compiles information and computes data for Federal, State, and District reports and special projects for the purpose of preparing reports and/or processing requests as needed.
- Composes and processes a variety of correspondence independently or from rough draft for the purpose of documenting activities and providing information.
- Develops procedures to expedite transmittal of information and facilitate implementation of policies and programs for the purpose of ensuring timely communication and compliance with established guidelines.
- Maintains a variety of manual and electronic documents, files and records including those of a confidential nature, for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Participates in department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.
- Performs complex, specialized secretarial services for a District administrators for the purpose of relieving the administrator of routine clerical details.
- Registers and enrolls infants, preschool and private school students for the purpose of ensuring appropriate information is gathered for enrolling students and assessing them for special education services.
- Schedules meetings and appointments with lawyers, advocates, teachers, parents, administrators, etc., for the purpose of arranging conference rooms, maintaining calendars, and making necessary arrangements for assigned activity.
- Screens callers and visitors for the purpose of providing information concerning District policies and procedures and/or providing direction to appropriate personnel.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: using pertinent software applications; preparing and maintaining accurate records; and using independent judgement.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; correct English usage, grammar, spelling, punctuation and vocabulary; and maintaining necessary filing systems.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; working with detailed information/data; working effectively with others; communicating with diverse groups; setting priorities; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 25% sitting, 25% walking, and 50% standing. This job is performed in a generally clean and healthy environment.

Experience: One to two years of secretarial experience including one year in educational environment.

Education (Minimum): High school diploma or equivalent. Some college level coursework preferred.

Required Testing

None Required

Certificates and Licenses

None Required

Continuing Educ. / Training

Maintains Certificates and/or Licenses
District Mandated Training

Clearances

Criminal Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Salary Grade

Range 18

Revised Date