

OXNARD UNION HIGH SCHOOL DISTRICT

CLASS TITLE: ALTERNATIVE SCHOOL SECRETARY

DEFINITION:

Under the direct supervision of the Principal, Continuation High School, performs specialized and responsible secretarial and clerical duties; assists the principal in various aspects of clerical detail; serves as liaison between site and district administration, staff, students, parents and media.

STATEMENT OF TYPICAL DUTIES:

- a. Performs specialized and responsible secretarial and clerical duties; relieves the Principal of clerical detail.
- b. Takes and transcribes dictation, including material of a confidential nature.
- c. Types letters, memoranda, reports, documents; may compose correspondence independently or in accordance with general instruction.
- d. Receives and screens the Principal's incoming correspondence and calls; provides information on school policies and procedures.
- e. Receives visitors and schedules appointments, conferences and meetings.
- f. Provides substitute teachers for classes and collects and maintains related logs for pay verification.
- g. Provides information and assistance to students, teachers, parents and others regarding attendance, registration, counseling and other student services.
- h. Establishes and maintains various records and files related to operations and functions of the office, including material of a confidential nature.
- i. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES:

Knowledge of:

District organization, operation, policies and procedures.
Modern office practices, procedures and equipment.
Telephone techniques and etiquette.
Business forms, letter writing and basic report preparation.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills. Interpersonal skills using, tact, patience and courtesy.

KNOWLEDGE AND ABILITIES: continued

Ability to:

- Perform specialized and responsible secretarial and clerical duties.
- Communicate effectively with students, employees and the general public.
- Type at a net rate of 50 wpm from clear copy.
- Take and transcribe dictation at an acceptable rate of speed.
- Operate a variety of office equipment, including word processor, typewriter, calculator and copiers.
- Compose routine correspondence independently.
- Work confidentially.
- Establish and maintain effective and cooperative working relationship with school personnel and the general public.
- Meet the public tactfully and courteously in situations requiring diplomacy, friendliness and firmness.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, including or supplemented by secretarial and typing courses, and at least three years of increasingly responsible secretarial experience. Prior school experience is desirable.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

WORKING CONDITIONS:

Alternative high school office environment; subject to constant interruptions.