

ORANGE UNIFIED SCHOOL DISTRICT

SCHOOL SECRETARY (HIGH SCHOOL – ASSISTANT PRINCIPAL)

DEFINITION

Under general direction, serves as secretary and office assistant to the high school Assistant Principal; compiles and maintains basic school data records and prepares reports; screens and routes correspondence, visitors and telephone calls, handling many routine or standard problems on own initiative; and assumes and performs related responsibilities and duties as required.

REPRESENTATIVE DUTIES

Serves as secretary and office assistant to Assistant Principal; performs secretarial, record-keeping, filing and general office clerical duties at a responsible level; prepares regular correspondence for Assistant Principal's signature, following instructions or brief oral notes; types and prepares notices, bulletins, memos and reports; takes transcription from dictating equipment, or takes shorthand notes; screens and routes correspondence, visitors and telephone calls handling many routine or standard problems on own initiative; makes appointments and schedules.

Compiles and maintains basic school data records and prepares reports; maintains regular and confidential files; may maintain basic records and files on supplies, requisitions and work orders, personnel time records (classified and certificated, temporary and substitute); learns and applies legal, policy, and procedural guidelines related to the specific assignment; receives telephone calls and makes personal contacts with teachers, pupils, parents, administration and District offices.

ORGANIZATIONAL RESPONSIBILITIES

Positions in this class report to the High School Assistant Principal in charge of pupil personnel or curriculum services and serve primarily as an office assistant providing secretarial duties at a responsible level. Other responsibilities required of this position are to handle confidential materials, deal with heavy student traffic and staff contacts, and work under pressure and ensure a smooth flow of office activities.

TRAINING AND EXPERIENCE

- Graduation from high school and a good work and experience.
- Four years of responsible office, public contact and secretarial experience.

Equivalences:

Additional college level training and secretarial experience may substitute for each other on a year-for-year basis.

KNOWLEDGE AND ABILITIES

Thorough knowledge of: English, grammar, spelling, punctuation and compositions; filing systems and filing; record-keeping and record-checking;

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KNOWLEDGE AND ABILITIES *(Continued)*

Good knowledge of: office methods, practices and equipment, English, grammar, spelling punctuation, composition and vocabulary; requisitioning, simple bookkeeping, and general office work; safe working methods and procedures.

Familiarity with: school district goals and organization; high school programs; high school student behavior.

Ability to: read, understand and explain general and technical policies and materials; maintain harmonious staff and public relations; represent the school credibility; communicate effectively with teachers, staff, parents and students, orally and in writing; follow written and oral directions; maintain files and statistical records accurately; perform recording secretarial duties at meetings and conferences; handle volume, peak loads and pressures effectively; prepare reports, including compiling of data and information; perform independent research; supervise and train office and student workers; coordinate with other staff in various school offices, using leadership and judgment; delegate and assign duties to others.

Skills:

Typing: 50 wpm
Shorthand: Desirable, but not required
Licenses: A valid First Aid Certificate.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Light Work:

Positions in this class perform work which is primarily sedentary.

Mobility:

Positions in this class may require the mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.

Vision:

Positions in this class require vision (which may be corrected) to read small print.

Other Conditions:

- Incumbents may be required to work at a video display terminal for prolonged periods; Incumbents of positions in this class may be required to use personal vehicle in the course of employment;
- Incumbents of positions in this class may be required to attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings.