



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

Department Secretary

JOB SUMMARY:

Under general supervision, the Department Secretary performs specialized and complex clerical and secretarial duties involving the understanding of departmental functions and procedures, and the use of independent judgment and initiative for a department head, District or program administrator; coordinates department communications and may coordinate the work of others; duties involve record keeping, budget maintenance, data entry, database management, office organization and serving as an information resource for the department.

CLASS CHARACTERISTICS:

Positions serve key management staff and are held accountable for the effective, accurate completion of tasks and responsibilities. One or more position(s) may be required to have thorough knowledge of the Aeries Student Data Base System in order to serve as the District's student enrollment and inter/intra District transfer specialist or the Special Education Information System (SEIS) in order to support the Special Education Department. Positions require the incumbent to interact with the public, problem solve/make decisions, and adhere to tight deadlines. These positions assist and relieve the administrator of routine administrative detail regarding designated office functions.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties

- Maintain schedule of appointments and department deadlines, schedule and coordinate logistics for meetings, trainings, workshops, and department administrator travel, screen calls and visitors, and appropriately open, prioritize, route administrator's mail and correspondence;
- Receive, compose and transmit messages, correspondence, data, reports and other communications from verbal and/or written instruction or utilizing own initiative;
- Answer inquiries, provide information and/or explain rules, regulations and policies for other district employees and the public clearly, effectively and with tact;
- Interact with others in situations requiring the exercise of a high degree of tact, poise, independent judgment and composure;
- Review files, forms, reports and other documents for completeness, accuracy and conformity with departmental, office and district standards;
- Compile agenda materials, statistical data and various drafts for administrative approval;
- Compile, review, edit and update Board agenda items provided by administrator;
- Research, compile and prepare statistical and narrative reports;
- Establish and maintain effective filing and record systems;

- Post data and information to records, cards, files and/or database software programs;
- Maintain various financial records, order, price and verify receipt of materials, equipment and supplies;
- Compile and prepare documents and materials for the purpose of disseminating department information to appropriate parties;
- Depending upon the department to which assigned is responsible to: Maintain budget records, compile and post data for budget preparation; student enrollment and/or inter and intra district transfer requests for the District; maintain files, logs and correspondence on all California Public Records Act requests; update changes, file and distribute approved Board of Trustees policies as assigned; count cash receipts and prepare money for deposit; coordinate student transportation needs; assist in scheduling staffing and maintain data for Applied Behavior Analysis (ABA) program.

Other Related Duties

- Coordinate the work of others as assigned;
- May take and/or transcribe minutes;
- May maintain a substitute list and assign substitutes;
- May be required to maintain the respective department’s website;
- May act as receptionist.

SUPERVISION:

Receives general supervision from a department head, District or program administrator.

Provides leadership and coordination within the department assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office methods, procedures, terms, equipment used in an office environment including knowledge of Microsoft Office word processing, spreadsheet, presentation, database, E-mail and internet computer applications;
- Standard record keeping and filing system procedures;
- English usage, spelling, grammar, vocabulary and punctuation;
- Business office telephone techniques and etiquette;
- Basic mathematics used in an office environment;
- Principles of leadership, office organization and management, public relations, and training.
- Records management;
- Applicable codes, rules and regulations related to department functions;
- Business letter and report writing techniques;
- Financial recordkeeping;
- Some positions may be required to have a thorough knowledge of the Aeries Student Data Base System.

Ability to:

- Read, understand and explain a variety of general and technical policies and materials;
- Perform responsible secretarial and clerical work with efficiency, speed and accuracy;
- Operate various standard and specialized office equipment including a personal computer;
- Compose routine correspondence and written materials independently;
- Keyboard at a net corrected speed of 50 words per minute;
- Some positions in this class may be required to take stenographic notes/dictation and transcribe into clear, concise copy;
- Effectively plan, organize and prioritize work of self and coordinate the work of others as assigned;
- Understand and carry out oral and written instructions;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Rapidly learn procedures and software as required;
- Effectively utilize Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- Problem solve to analyze issues, create plans of action and reach solutions;
- Work confidentially and with discretion;
- Maintain financial and statistical records;
- Perform mathematical computation to update budgets and complete requisitions, payroll and attendance reporting requirements;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff.

EMPLOYMENT STANDARDS:**Education:**

- High school diploma or equivalent.
- Three (3) to six (6) units of college level coursework in bookkeeping or accounting is desirable.
- Completion of vocation/apprenticeship certificate in business management or related subject may be substituted for one (1) year of the required experience below.

Experience:

- Two (2) years of responsible, varied clerical and/or secretarial experience is required.

Licenses Required:

- May be required to possess a valid and appropriate California Driver License.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The incumbent has direct and indirect contact with the public and other district staff. The position requires working with high volume, tight deadlines, being subject to frequent interruptions, and without direct guidance from supervisor.

Physical Demands:

While performing the duties of this job, the position is continuously required to walk, sit, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent may occasionally stand and reach. The work involves little to light physical efforts; frequently exerts up to 10 pounds of force and occasionally exerts up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

SALARY RANGE

Range 36

Classified Bargaining Unit

Last revised 12/11/01, 6/14/2012, 4/11/2013

Reviewed 2/17/05 - No revisions made

Job Description Review and Revisions Effective: 7/14/16