

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklin.k12.ca.us



Job Description

POSITION TITLE:	Department Secretary
SALARY PLACEMENT:	Classified Salary Schedule California School Employees Association

SUMMARY:

To assist the Director/Supervisor of a major District administrative program unit by planning, organizing, coordinating, and participating in the support activities; performs a variety of complex and responsible clerical/secretarial duties; and to do related work as required.

SUPERVISOR:

This position reports directly to various department Directors, Supervisors, or Principals as designated.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Types a wide variety of materials, such as interoffice communications, requisitions, forms, letters, reports, and correspondence, including confidential performance evaluations and disciplinary actions.
- Provides information regarding department/unit policies, procedures, programs, and objectives.
- Serves as a resource person for an assigned program support area and coordinates communications with District personnel, schools, and the public, explaining and training procedures and processes as needed.
- Serves as office receptionist and answers telephones, receiving and responding to requests from District staff and the public, providing information and assistance whenever possible.
- Maintains Department fiscal records, verifying accuracy and tracking account balances.
- Maintains permanent and substitute employee's time records for the department, verifying absences, vacations, and compensating time off.
- Participates in, develops, and dispatches work schedules for employees.
- Arranges and assigns substitutes as needed.
- Orders supplies, maintaining inventory, determines appropriate stock levels in cooperation with other supervisory staff.
- Processes purchase requisitions as needed.
- Gathers and prepares information required for administrative decisions.
- May take, transcribe, and assist with recording minutes of Department and District meetings.
- Establishes and maintains a variety of computerized data collection systems and other records/filing systems.
- May type a variety of regular and confidential materials including reports, memos, correspondence, forms, newsletters, etc. from rough draft or minimal verbal instructions.
- Maintains a calendar of events, due dates, and schedules relating to the assigned unit/program.
- Orders, receives, and stores unit/program materials, supplies, and forms.
- May monitor budgets and post account codes to requisitions.
- Other duties as assigned.

Knowledge of:

- Word processing, spread sheet and data base computer programs
- Proper English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office methods, procedures, and practices, including filing systems, business correspondence, and telephone techniques.

- Filing systems and records development and maintenance techniques.

Ability to:

- Establish and maintain positive and professional office demeanor and work environment.
- Learn the operations, procedures, policies, requirements, and legal procedures of an assigned program, or operational unit.
- Interpret and apply unit/department policies, procedures, rules and regulations with good judgment in a variety of situations.
- Prioritize and coordinate work flow to meet established deadlines.
- Perform a variety of office, program, and administrative support work with minimal guidance and supervision.
- Establish and maintain accurate filing and record keeping systems including a computer data base.
- Make arithmetic calculations quickly and accurately.
- Maintain the confidentiality and security of sensitive information and files.
- Learn and use a variety of computer software programs including word processing, spreadsheets, and other programs.
- Operate a variety of standard office machines and equipment.
- Effectively and professionally communicate both orally and in writing.
- Establish and maintain cooperative working relationships.
- Type accurately at a minimum rate of 40 words a minute from clear legible copy.
- Ability to operate a fork lift is desired.

Typical Working Conditions:

Work is normally performed in an office environment, but work in a shop or warehouse environment is also necessary. There is regular contact with staff and the public. Driving to district sites may be required.

EDUCATION:

High school diploma or equivalent.

EXPERIENCE:

Two years of previous experience in administrative and office support work.

SPECIAL LICENSE:

Valid California Driver's License

REQUIRED TESTING:

Must pass appropriate clerical skills test for this position with a grade of 80 percent or better.

DESCRIPTION OF PHYSICAL REQUIREMENTS:

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision and ability to adjust focus.

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

Adopted: 12/97

Revised: 4/15/15

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.