



**JOB DESCRIPTION**  
**TULARE JOINT UNION HIGH SCHOOL DISTRICT**  
**426 North Blackstone, Tulare, CA 93274**



**Executive Secretary**

Revised 4/18

**DEFINITION**

Under the supervision of the Superintendent, the Executive Secretary performs highly complex and responsible administrative and clerical work; interprets policy and administrative regulations; and other related duties as required.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS**

- Serve as a direct Executive Secretary to the Superintendent. E
- Receive and maintain confidential material. E
- Prepare correspondence independently on matters not requiring personal response by Superintendent. E
- Type reports, memorandums, and other documents. E
- Gather data and compile statistical reports making calculations and developing reports in accordance with written or oral instructions. E
- Conduct initial interviews with students, staff members, and general public. E
- Answer questions, refer questions to an appropriate staff member and/or makes an appointment with the Superintendent. E
- Set up and maintain complete and accurate filing system. E
- Attend school board meetings, prepare the agenda, take notes, and record the minutes. E
- Prepare all documents submitted to the Board. E
- Make conference/travel arrangement for the Superintendent and the School Board members. E
- Receives, reviews and prioritizes Superintendent's mail
- Maintains Superintendent's calendar, makes appointments, schedules conferences and meetings. E
- Acts as a Secretary to the Board of Trustees in all areas required by the Board. E
- Coordinate the revision, adoption, posting, and research of CSBA Board Policies and other correspondence needed to adopt policies. E
- Responsible for front desk coverage in the event that the front desk staff is unavailable. E
- Trained in the responsibilities of the Secretary II-Superintendent in the event of his/her absence. E
- Perform other duties as assigned

**MINIMUM QUALIFICATIONS**

**Education**

High School Diploma or equivalent  
Some college coursework desired

**Experience**

Five years of broad, varied, and responsible clerical work, preferably in the field of education desired  
Bilingual preferred

**Licenses and Other Requirements**

DOJ and FBI fingerprint clearance  
Negative TB test within the last four years  
Type 50 words per minute with accuracy

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of**

- Modern office methods of filing and clerical procedures.
- Acceptable telephone etiquette.
- Computer entry, storage, and retrieval functions.
- Record keeping techniques.
- Reading and English communication skills.
- Basic computer skills with applications such as MS Word, MS Excel etc.
- Knowledge of general office procedures and office machines (computer, fax, and copier).
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- District policies, rules and regulations.

### **Ability to**

1. Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise, and firmness as necessary.
2. Compose letters in acceptable style with minimum assistance.
3. Maintain a calendar of appointments.
4. Maintain an adequate filing system and be able to retrieve data quickly.
5. Take notes and records of meetings, conferences, etc.
6. Correct English usage, grammar, spelling, punctuation, and vocabulary.
7. Be punctual and regular in attendance.
8. Maintain confidentiality in matters regarding employees and/or students.
9. Learn specific rules, regulations, laws, and policies quickly and apply them with good judgment in a variety of procedural matters without immediate supervision.
10. Use good judgment while recognizing the scope of authority.
11. Perform clerical duties including proofreading for correct spelling and proper English grammar usage.
12. Meet students, parents, staff, and the public tactfully and courteously
13. Work harmoniously with fellow employees.
14. Operate computer and printer and other office machines with advanced skills in the operation including word processing and data base software.
15. Compile and maintain accurate and complete records and reports.
16. Understand and follow oral and written instructions.
17. Answer questions by telephone, in person, and e-mail in a respectful manner.
18. Organize tasks and complete with efficient use of time.
19. Create correspondence databases, spread sheets, and various publications.
20. Maintain cooperative relationships with coworkers and the general public.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

### **Environment**

- Indoor office environment subject to frequent interruptions.

### **Physical Demands**

- Pushing, moving, and lifting objects with a strength factor of light work.
- Dexterity of hands and fingers to operate a variety of standard office equipment.
- Clarity of vision at varying distances.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Sitting and standing for extended periods of time.
- Lifting of objects with a strength factor of light work.
- Frequent sitting, standing, and walking.
- Reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies.
- Occasional bending, reaching, and stretching.
- Occasional pushing, pulling, and dragging.
- Occasional kneeling, crouching, and squatting.