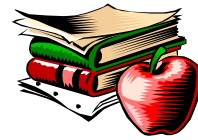




JOB DESCRIPTION

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



Principal's Secretary **Revised 7/11**

DEFINITION

Under the supervision of the Principal, acts as secretary and receptionist and performs a wide variety of responsible clerical work; and other related work as required.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

- Act as a secretary to the Principal. E
- Operate standard office machines including calculators, telephones, copiers/fax, and computers. E
- Operate a switchboard. E
- Type letters, memos, bulletins, announcements, newsletters, publications, forms, etc. E
- Supervise students, parents, and visitors as they wait for appointments. E
- Maintain filing system (s). E
- Take and transmit messages. E
- Give routine information as requested. E
- Maintain staff sick leave records and coordinate substitute teachers assigned to the campus or, for the alternative education high school principal's secretary, coordinates district-wide substitute teacher assignments as assigned. E
- Prepare reports, record minutes at site meetings, process purchase orders, maintains student reports, etc. E
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education

High School Diploma or equivalent
Courses in typing, word processing, and/or secretarial skills

Experience

Two years of experience performing clerical work

Licenses and Other Requirements

DOJ and FBI Fingerprint clearance
TB Test documentation within the last four years
Type 45 words per minute with accuracy

KNOWLEDGE AND ABILITIES

Knowledge of

- Modern office methods of filing and clerical procedures.
- Office mathematics and related calculations.
- Telephone procedures and techniques including operation of a switchboard.
- Acceptable telephone etiquette.
- Computer entry, storage, and retrieval functions.
- Policies and procedures for receiving, completing, and filing documents in compliance with local, state, and federal regulations.
- Record keeping techniques.
- Student data systems.
- 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. Operate a telephone switchboard, if required and assigned.
2. Compose letters in acceptable style with minimum assistance.
3. Maintain a calendar of the supervisor's appointments.
4. Organize and assist in the implementation of the supervisor's evaluation schedule including keeping records of which site employees are to be evaluated each year.
5. Maintain an adequate filing system and be able to retrieve data quickly.
6. Take notes and records of meetings, conferences, etc.
7. Be punctual and regular in attendance.
8. Maintain confidentiality in matters regarding employees and/or students.
9. Design and duplicate and/or create various forms as directed.
10. Perform clerical duties including proofreading for correct spelling and proper English grammar usage.
11. Meet students, parents, teachers, substitute teachers, visitors and the public tactfully and courteously
12. Work harmoniously with fellow employees.
13. Operate computer and printer and other office machines with advanced skills in the operation including word processing and data base software.
14. Learn specific rules, regulations, laws, and policies quickly and apply them with good judgment in a variety of procedural matters without immediate supervision.
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.

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.