

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Confidential Secretary, School Police Services	REPORTS TO:	School Police Chief
DEPARTMENT:	School Police Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	026 Confidential
ISSUED:	February 25, 2003		

BASIC FUNCTION:

Perform high-level secretarial and office management duties in the administrative office for School Police Services; organize department clerical functions and supervise assigned office-clerical staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Act as office manager and secretary to the School Police Chief. **E**

Explain administrative policies and procedures for the staff and public. **E**

Compose, edit, and prepare correspondence and special reports. **E**

Organize and maintain operational records and files. **E**

Provide secretarial and specialized services pertaining to the district's negotiations with designated exclusive representatives. **E**

Compile data and prepare statistical reports on personnel, pupils, supplies, and equipment. **E**

Schedule appointments and arrange and schedule conferences and events. **E**

Maintain time sheets and cards and departmental budget records. **E**

Screen and route mail. **E**

Operate standard office equipment, including microcomputers to enter and extract a variety of data. **E**

Organize clerical functions and supervise the work of assigned office-clerical staff. **E**

May take and transcribe difficult and complex dictation and take minutes of administrative meetings.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to four years of full-time equivalent, paid, increasingly responsible secretarial experience.

LICENSES AND OTHER REQUIREMENTS:

Typing/keyboarding certificate at a net, corrected speed of 50 words per minute.
Shorthand skill (90 words per minute) may be required at the option of the selecting administrator.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office methods and procedures and the use of standard office machines and equipment.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

Type and/or keyboard at a net corrected speed of 50 words per minute.
Compose routine and specialized correspondence and reports, using proper grammar, spelling, and punctuation.
Perform arithmetic computations.
Rapidly learn pertinent district policies and procedures.
Operate standard office equipment, including microcomputers and related software applications.
Communicate effectively orally and in writing.
Establish and maintain effective working relationships with parents, staff, and the public.
Supervise and direct the work of others.
Plan and organize work to meet schedules and time lines.
Maintain records, compile data, and prepare reports.
Work independently, using good judgment, tact, and diplomacy.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

NOTE: This job class has been designated “Confidential” by the Board of Education in accordance with the Rodda Act.