

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Resource Secretary (Second Option)	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various Sites	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	039 OTBS
OR REVISED:	September 1981		

BASIC FUNCTION:

Provide secretarial resource services for the clerical staffs in secondary school offices.

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

Research, develop, and write or revise handbooks and other training materials for use in secondary school offices. **E**

Provide inservice training for new secondary school secretaries and clerks individually or in groups. **E**

Evaluate and revise new and existing forms and procedures related to secondary school office activities. **E**

Participate in planning and conducting inservice training programs and workshops for secondary school secretaries and clerks. **E**

Confer with all levels of district staff and participate on committees as required. **E**

Contact other school districts, public agencies, private firms, and individuals and participate in the activities of organizations which have a particular interest in school related activities. **E**

Act as liaison between personnel administration and secondary school offices. **E**

Participate as an informational contact when procedures affecting secondary school offices are being considered. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to four years of recent, full-time, paid, increasingly responsible secretarial experience, two years of which must have been in secondary school offices, preferably including attendance, counseling, credits, and general office assignments.

LICENSES AND OTHER REQUIREMENTS:

None Required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Secondary school organization and operations.

Taking and transcribing dictation of average difficulty rapidly, accurately and neatly.

Pertinent district policies and procedures.

Modern office organization and procedures.

Technical aspects of field of specialty.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

Exercise diplomacy, tact, and good judgment, and to work in an independent manner.

Supervise and train others.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Office Setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing 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.

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Job Code 6367

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