

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	School General Secretary I	REPORTS TO:	Principal
DEPARTMENT:	Various School Sites	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	031 OTBS
REVISED:	March 14, 2002		

BASIC FUNCTION:

Assume primary responsibility for one or more secretarial or clerical functions as assigned in an elementary school. (See current school classification and assignment formula.)

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 secretary to the principal of a small elementary school. **E**

Act as office receptionist. **E**

Schedule appointments, meetings, and events. **E**

Explain procedures to parents, pupils, staff, and the general public. **E**

Maintain operational records and files; record grades and test scores and compute averages; evaluate and process grade transcripts. **E**

Enroll and transfer pupils; verify and process pupil absence and attendance data. **E**

Compose routine correspondence, bulletins, and notices. **E**

Operate standard office machines; operate a microcomputer to perform word processing function and to enter and extract a variety of data. **E**

Maintain time sheets and minor financial accounts; receive, record, and prepare funds for banking. **E**

In the absence of the school nurse, provide illness and accident attention and first aid for pupils. **E**

Prepare reports on personnel, pupils, supplies, facilities, and equipment; maintain acquisition and circulation records for books and audiovisual material and equipment. **E**

Transcribe dictated material of average difficulty from shorthand notes or from a dictating machine.

Train and lead the work of clerical staff and pupil monitors.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to one year (12 months within the last 10 years) of full-time equivalent, paid office-clerical or secretarial experience. One school year (10 full-time equivalent months) is acceptable.

LICENSES AND OTHER REQUIREMENTS:

Typing/keyboarding certificate at a net, corrected speed of 40 words per minute.
Shorthand skills (80 words per minute), while desirable in all positions in this job class, may be required for specific positions 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.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Reading and writing English communication skills.

ABILITY TO:

Compose routine and specialized correspondence, bulletins, and reports, using proper grammar, spelling, and punctuation.
Perform arithmetic computations.
Learn pertinent district policies and procedures rapidly.
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.
Train and lead the work of others.
Plan and organize work to meet schedules and time lines.
Maintain records.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; 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.