

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	School General Secretary III	REPORTS TO:	Principal
DEPARTMENT:	Various School Sites	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	037 OTBS
REVISED:	March 14, 2002		

BASIC FUNCTION:

Act as a general office manager and secretary to the principal in a large secondary 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 a general office manager and secretary to a school manager. **E**

Arrange and schedule conferences and events. **E**

Screen and route mail. **E**

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

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

Compose, edit, and prepare correspondence and special reports. **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 may maintain school instructional budget accounts. **E**

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

Lead the work of clerical staff. **E**

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

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to four years (48 months within the last 10 years) of full-time equivalent, paid, increasingly responsible secretarial experience, at least 10 months of which must have been with the school district. Office-clerical experience may be considered.

LICENSES AND OTHER REQUIREMENTS:

Typing/keyboarding certificate at a net, corrected speed of 50 words per minute.
Shorthand skills (90 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:

Pertinent district policies and procedures.
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.
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.