

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Secretary I	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Various Departments	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	029 OTBS
<b>REVISED:</b>	August 6, 2001		

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**BASIC FUNCTION:**

Perform secretarial duties in a central or branch administrative office.

**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 a section administrator or supervisor or provide secretarial assistance in a major administrative office. **E**

May schedule appointments and meetings; may take and transcribe dictated material of average difficulty and take minutes of meetings. **E**

Act as office receptionist. **E**

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

Compose routine correspondence and prepare reports on personnel, pupils, supplies, and equipment. **E**

Operate standard office equipment, specialized equipment, and microcomputer using office software to enter and extract a variety of data. **E**

Maintain time sheets and cards and minor financial accounts. **E**

May lead the work of clerical staff.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to one year of full-time equivalent, paid, office clerical or stenographic experience. One school year (ten full-time equivalent months) is acceptable.

**LICENSES AND OTHER REQUIREMENTS:**

Typing/keyboarding certificate at a net, corrected speed of 40 words per minute.

Possession of a valid California driver's license and availability of private vehicle may be required for designated positions (mileage expense allowance provided).

**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 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.

**DISTINGUISHING CHARACTERISTICS**

Secretary I differs from the next lower class of Steno-Clerk in the variety and complexity of duties and the kind and amount of supervision received. This class differs from Secretary II in that the scope of activities is narrower, duties are less complex or specialized and typically require less coordination with others.

Note: Shorthand skill (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.

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Job Code 6321

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