



Central Union School District
Lemoore, CA

CENTRAL UNION SCHOOL DISTRICT
Business Secretary

JOB DESCRIPTION

ESSENTIAL FUNCTION

Under administrative direction, performs secretarial and/or clerical duties and a variety of specialized word processing; organizes office activities, files, and records; coordinates communications for an administrative office/department; and performs related duties and responsibilities as required.

Directly Responsible To:

Assistant Superintendent – Business, Facilities, and Fiscal Services
Accounting Supervisor

DUTIES AND RESPONSIBILITIES

- Perform responsible secretarial and clerical duties in support of a director or administrator
- Perform a wide variety of specialized and responsible duties independently in support of functions delegated to assigned administrator
- Initiate, answer and screen telephone calls, providing information and referring callers to appropriate division personnel
- Establish and maintain positive staff and public relations
- Prepare correspondence and memoranda independently or from oral instructions, including materials of a confidential nature as assigned
- Prepare, format, review and email or word process a variety of materials such as correspondence, reports, memoranda, examinations, instructional materials, lists, forms, requisitions and other documents from straight copy or rough draft
- Compile information and data for reports and assist in the preparation of reports as required
- Compile, organize and evaluate statistical or other business related data
- Organize data and compile special reports at request of supervisor
- Verify data for accuracy, completeness and compliance with established procedures
- Inventory and order supplies, materials and equipment according to established procedures
- Prepare and maintain a variety of records, lists and files related to division operations and activities including budget and financial records
- Complex and specialized work related to the accurate preparation, processing, and maintenance of payroll within established time frames
- Compile employee time, production, and payroll data from time sheets and other records

- Use financial computer systems
- Prepare purchase orders, requisitions and work orders for equipment repair
- Input and retrieve computerized data in computer systems as required
- Operate a variety of office equipment such as a calculator, copy machine and facsimile machine and other equipment as assigned

QUALIFICATIONS

Training and Education:

- Minimum of High School Diploma, preferably supplemented with college level coursework
- Minimum of three years of increasingly responsible secretarial and clerical experience

Knowledge of:

- Correct English usage, spelling, grammar, vocabulary, composition, and punctuation
- Principles, procedures and techniques of record keeping, records management systems and filing systems used in public relations
- Modern office procedures, filing systems, and equipment including computer equipment
- Principles of public relations and interpersonal relationships
- Word processing methods, techniques, and related software programs
- Telephone techniques and etiquette
- Computer operation including the development and use of spreadsheets and modern payroll and/or business software
- Methods of collecting and organizing data and information

Ability to:

- Communicate effectively both orally and in writing, using correct spelling, grammar and punctuation
- Compose correspondence and written materials independently or from oral instructions
- Compile and verify data and prepare reports
- Maintain a variety of files, records, and logs
- Perform receptionist duties, greeting office visitors and initiating and answering phone calls
- Perform duties with awareness of all district requirements and Board policies
- Work independently with little direction
- Develop calendars, schedule activities, and monitor progress to meet deadlines
- Meet schedules and time lines
- Send and receive emails and research information through the Internet
- type at a net corrected rate of 45 wpm for clear copy
- Use word processing, spreadsheet, database and other software required by the position
- Operate office equipment including computers and a variety of word processing and business applications
- Use computer to maintain databases, enter, retrieve, and update information while maintaining extreme accuracy
- Use interpersonal techniques with tact, patience and courtesy

- Establish and maintain cooperative and effective working relationships with others

Licenses and Certificates

- TB Test clearance
- Criminal Justice Fingerprint clearance
- Valid Driver's license

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job

While performing the duties of this job, the employee is regularly required to:

- Sit for extended periods of time
- Use hands to finger, handle, or feel objects, tools, or controls
- Possess sufficient hand/eye coordination and manual dexterity to manipulate a keyboard at an advanced rate
- Speak clearly and communicate with others
- Understand and carry out oral and written instructions
- Possess specific corrected or uncorrected vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

The employee is occasionally required to:

- Stand
- Walk
- Bend
- Stoop
- Reach or pull with hands and arms
- Possess ambulatory ability to retrieve work materials
- Lift and/or move up to 25 pounds

WORKING ENVIRONMENT

Twelve (12) month work year. Office setting/environment with constant interruptions. The noise level in the work environment is usually quiet. Occasional operation of vehicle to conduct work

The above statements are intended to describe the general nature and level of work being performed They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified