



Central Union School District  
Lemoore, CA

**CENTRAL UNION SCHOOL DISTRICT**  
**DRC Secretary**

**JOB DESCRIPTION**

**ESSENTIAL FUNCTION**

Under direction to do a variety of specialized and difficult clerical work; to relieve the Director of CUESD Resource Center of clerical duties; and included but not limited to duties described herein.

**DIRECTLY RESPONSIBLE TO**

Director of District Resource Center

**IMMEDIATE SUBORDINATES**

Parent volunteers

**DUTIES AND RESPONSIBILITIES**

Secretary to the Director of Central Union Elementary School District Resource Center and other duties as assigned by the director. Performs a variety of secretarial and clerical duties; acts as a receptionist at the CUESD Resource Center; assists in administrative duties as assigned by Director; supervises CUESD Resource Center volunteer help at request of Director; maintain inventory records; train DRC volunteer help; maintains schedule of appointments; answers telephone and interviews callers on routine matters furnishing information, or arranging appointments; writes and types purchase orders as requested by Director; maintains purchase order files; responsible for routing of instructional materials; receives, sorts and distributes incoming and outgoing mail and materials; maintains records of instructional materials ordered, received and cataloged; checks in shipments when returned from schools; check stocks for materials to be ordered; fills teacher requests for materials within a reasonable time; maintains files, records and catalogs collecting required information; operates standard business office machines, including calculator; maintains own vacation and sick leave logs; performs secretarial and bookkeeping duties at Director's request for projects; composes correspondence and reports on own initiative or from oral or written directions; makes necessary copies of any reports requiring additional copies; prepares and fill requests for math placement and content-level tests; count and distributes standardized and teacher-made tests for school distribution; receives and counts returned standardized tests; types and assemblies reports, letters, and notes; assists in the District Math Contest; types academic assessment reports; changes office bulletin boards; performs other duties as required.

**QUALIFICATIONS**

**Knowledge of:**

Modern office methods, procedures, practices, and equipment, including filing systems, duplicating/copying machines, typewriter, receptionist and telephone techniques; computer skills; English usage, spelling, grammar and punctuation; instructional supplies, instructional media and data processing.

**Ability to:**

Develop and maintain cooperative relationships with those contacted during the course of work; to understand and carry out oral and written instructions; to assume responsibility and use good

judgment in recognizing the scope of delegated authority; to maintain confidentiality of privileged information; to work with frequent interruptions, maintain confidentiality of privileged information; to work with frequent interruptions, maintaining high level of quality, accuracy and speed in work output; to meet the public tactfully and courteously in situations requiring diplomacy, friendliness, and firmness; to compile and maintain accurate and complete records and reports; to perform difficult and responsible clerical work and make mathematical calculations with speed and accuracy; to operate office machines such as adding, calculating and copying machines; to type at a net corrected rate of 50 wpm form clear copy; to represent and support the district in conversation with the public; to perform routine clerical work, including ability to spell correctly; to proofread own type copy.

Education and Experience:

Completion of twelfth grade with major preparation for clerical work; clerical and secretarial experience.

Requirements:

Physical Abilities:

Hearing and speaking to exchange information and make presentations; sitting or standing for extended periods of time; visual acuity and motor coordination adequate to meet the needs of computer and media equipment use; ability to lift objects to 50 pounds and push tables and chairs weighing in excess of 100 pounds.

SALARY AND WORK INFORMATION

Classified Salary Schedule: DRC Secretary

Work Year: 261 Days, twelve (12) month work year.

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.