

# PLUMAS LAKE ELEMENTARY SCHOOL DISTRICT

## POSITION DESCRIPTION

---

**TITLE:** School Site Secretary  
**DEPARTMENT:** School Site  
**FLSA:** Non-Exempt  
**REVISED:**

**REPORTS TO:** Site Principal  
**CLASSIFICATION:** Classified  
**SALARY GRADE:** 012  
**BOARD APPROVED:**

---

### **BASIC FUNCTION:**

Under general supervision of an administrator, to perform highly skilled and responsible secretarial work in the operation of a elementary or secondary school site. Relieves administrator of a wide variety of office and administrative duties by planning, organizing, supervising and participating in assigned office operations; assumes office management responsibilities; performs related work a required.

**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 are intended to accurately reflect the principal job elements.)

Act as general office manager and secretary to the principal; supervise office activities and oversee office personnel as directed.

Assist in preparing budget information; maintains and establishes confidential records as required.

Arrange and schedule appointments, meetings, and events; organizes work by setting up business and academic calendars and cycles, then establishing and sequencing deadlines and/or timelines for projects, activities, and required submissions and reports. Coordinates and performs the administrative aspects of projects and events, integrating them with ongoing work routines.

Screen and route incoming/outgoing mail.

Receives walk-in guests and telephone inquiries from a variety of individuals including students, parents, and administrators. Initiates and receives telephone calls, provides information and resolves matters as appropriate, or routes calls as necessary. Provides information, assistance to explain procedures to parents, pupils, staff, and the general public;

Organize and independently maintain operational records and files.

Compose, edit, and prepare correspondence and special reports

Types letters, memorandums, bulletins and reports; composes documentation independently from minimum instructions.

## **School Site Secretary – continued page 2**

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

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

Attendance: Keep accurate daily school attendance records, issue admit slips to returning students, make and receive parent calls to verify pupil absence, enroll and transfer pupils and contact other schools to obtain or furnish information; prepare reports for centralized pupil attendance accounting.

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

Do a degree of account keeping; maintains attendance records for staff.

Lead the work of clerical staff.

Perform related duties as assigned.

Provide illness and accident attention and first aid for pupils in the absence of the school nurse.

### **MINIMUM QUALIFICATIONS:**

#### **EDUCATION AND EXPERIENCE:**

Any combination of secretarial training and/or experience for a period of at least 2 years, of which 10 months must have been with a school district.

#### **LICENSES AND OTHER REQUIREMENT:**

Typing/keyboarding certificate at a net, corrected speed of 25 words per minute.

Current California Drivers License.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE AND SKILLS:**

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.

Sufficient human relations skill to communicate standard yet sometimes sensitive information.

#### **ABILITY TO:**

Compose routine and specialized correspondence, bulletins, and reports, using proper grammar, spelling, and punctuation.

Learn pertinent district policies and procedures rapidly.

Operate standard office equipment including computers 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.

**School Site Secretary – continued page 3**

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.