



PERSONNEL COMMISSION

**Class Specification
Salary Range: 19 (C1)**

<u>CLASS CODE</u>	<u>TITLE</u>
3364	STAFF SECRETARY
5085	STAFF SECRETARY – BILINGUAL

JOB SUMMARY

Under the direction of an assigned supervisor, provide varied and responsible secretarial and clerical support services to relieve the supervisor of administrative and clerical detail; organize office activities and coordinate flow of communications for the assigned supervisor; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Perform a wide variety of responsible secretarial and clerical work related to the assigned District-wide program or function; compose independently or from oral instruction, letters requesting or providing information or dealing with routine matters. **E**
- Compile information and prepare and maintain a wide variety of complex data, records and reports according to established procedures and time lines; process a variety of forms and applications pertinent to the assignment; maintain a variety of complex files. **E**
- Coordinate office communications; initiate and answer telephone calls; screen and route calls; take and relay messages; explain program policies and procedures; provide information of general or limited technical nature to parents, staff and others; resolve issues as appropriate. **E**
- Prepare and maintain financial and statistical records related to the assignment; collect and account for fees; record expenditures and maintain current balances in assigned budgets; monitor department budgets; initiate purchase requisitions and budget transfers. **E**
- Type letters, reports, memoranda, contract, legal documents, records, forms and other materials from straight copy, rough drafts or oral instructions. **E**
- Receive, open, sort, screen and distribute incoming mail; compose replies independently or from oral direction for supervisor's review. **E**
- Review reports, records and other data for accuracy, completeness and compliance with established standards; record and compute employee time sheets as assigned. **E**

- Coordinate and schedule meetings and appointments; maintain appointment calendar; reserve facilities; compile and duplicate related materials as needed. *E*
- Order and maintain various office forms, supplies and equipment as necessary; maintain inventory of office supplies. *E*
- Operate a variety of office equipment including typewriter, calculator and copier; operate a computer and peripheral equipment to record information and generate lists, reports and other materials; utilize word processing and other software as required. *E*
- Train and provide work direction to others as assigned. *E*
- Attend and participate in a variety of in-service trainings and meetings. *E*
- Provide office and department-wide oral and written translation and interpretation of correspondence, forms, articles, technical manuals and other instructional and educational materials from English to a designated second language as assigned by the position; proofread and assure accuracy of translated materials. *E*
- Serve as a translator for a variety of departmental meetings, workshops, conferences and special events as assigned by the position; take notes and prepare minutes. *E*

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The Staff Secretary classification is the beginning-level class of the secretarial series. Incumbents in the Staff Secretary classification report to a District-level supervisor, manager or administrator with District-wide responsibilities for program administration. Duties include financial and statistical record-keeping responsibilities, assisting program personnel with secretarial and clerical needs and maintaining a variety of specialized records concerning assigned programs. Incumbents may provide training and work direction to clerical staff as assigned by the position. Incumbents in the Staff Secretary – Bilingual classification perform the work of a Staff Secretary and provide translation and interpretation services on an office or department-wide level.

EMPLOYMENT STANDARDS

Knowledge of:

Modern office practices, procedures and equipment.
Telephone techniques and etiquette.
Policies and objectives of assigned program or function.
Applicable sections of State Education Code and other applicable laws.
Financial and statistical record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Operation a computer and assigned software.
Budgeting practices regarding monitoring and control.

Methods of collecting and organizing data and information.
Business letter and report writing techniques.

Ability to:

Perform varied and responsible secretarial and clerical support duties.
Work independently with little direction.
Assure efficient and timely completion of office and program projects and activities.
Operate a variety of office equipment including a computer and assigned software.
Compose correspondence and written materials independently or from oral instructions.
Establish and maintain a variety of filing systems.
Interpret, apply and explain laws, rules, regulations, policies and procedures.
Learn District organization, operations, policies and objectives.
Understand and follow oral and written directions.
Meet schedules and time lines.
Maintain financial and statistical records.
Compile and verify data and prepare reports.
Complete work with many interruptions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.

Education and Training:

Graduation from high school or equivalent.

Experience:

Two years of clerical experience or one year of experience at the level of Intermediate Office Assistant with the Long Beach Unified School District.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

Positions in the Staff Secretary-Bilingual classification require the ability to communicate effectively, both orally and in writing, in a designated second language. Incumbents must successfully pass the District's bilingual/biliterate test.

WORKING ENVIRONMENT

Office environment.
Constant interruptions.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information in person and on the telephone.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to file materials.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

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