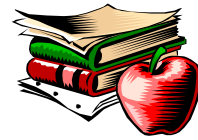




JOB DESCRIPTION

TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



Adult School Administrative Secretary

DEFINITION

Under the supervision of the Director of Adult Education, acts as secretary and receptionist and performs a wide variety of responsible clerical work; and other related duties as required.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

- Provide secretarial services to District Administrator using discretion with frequent sensitive student issues, as well as matters of concern involving department staff members. E
- Acts as a secretary to administrator(s) in the Adult School Office and performs related duties. E
- Maintain administrator's calendar and schedule of appointments. E
- Analyze urgent situations accurately and exercise judgment in taking effective action when dealing with adult school students and co-workers of all levels. E
- Maintain awareness of and compliance with federal and state regulations regarding Adult Education. E
- Responsible for maintaining accurate records in student information system. E
- Track, organize, and maintain extensive files on all adult school students. E
- Maintain close communication and working relationship with county and district personnel, school psychologist, counselors, and representatives from outside agencies. E
- Manages all aspects of Adult Education office currently located at the Maple campus. E
- Compile numerous reports, memos, agendas, and meeting notes for district and site level meetings. E
- Copy, mail, and/or fax Adult school agreements/records to requesting parties. E
- Assist administrator during all phases of Compliance Reviews. E
- Work closely with Adult School Clerks. E
- Prepares billing for all funding agencies as assigned. E
- Order books/supplies and tracks resale accounts. E
- Assist with payroll and budget preparations. E
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education

High School Diploma or equivalent

Courses in typing and/or word processing and/or courses in secretarial skills desired

Experience

Two (2) years of secretarial and/or clerical experience

Licenses and Other Requirements

DOJ and FBI Fingerprint clearance

TB Test documentation within the last four years

Type 40 words per minute with accuracy

KNOWLEDGE AND ABILITIES

Knowledge of

- Modern office methods of filing and clerical procedures.
- Acceptable telephone etiquette.
- Computer entry, storage, and retrieval functions.
- Policies and procedures for receiving, completing, and filing documents in compliance with local, state, and federal regulations.
- Record keeping techniques.
- Reading and English communication skills.
- Basic computer skills with applications such as MS Word, MS Excel etc.

- Knowledge of general office procedures and office machines (computer, fax, and copier).
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- District policies, rules and regulations.
- Confidentiality of special education and student records.
- Special Education policies and procedures.

Ability to

1. Be confidential with student records.
2. Operate a telephone switchboard, if required and assigned.
3. Analyze situations accurately and exercise good judgment in taking effective action.
4. Communicate effectively with English and Spanish speaking parents and community members.
5. Compose letters in acceptable style with minimum assistance.
6. Maintain a calendar of the supervisor's appointments.
7. Maintain an adequate filing system and be able to retrieve data quickly.
8. Take notes and records of meetings, conferences, etc.
9. Be punctual and regular in attendance.
10. Maintain confidentiality in matters regarding employees and/or students.
11. Learn specific rules, regulations, laws, and policies quickly and apply them with good judgment in a variety of procedural matters without immediate supervision.
12. Use good judgment while recognizing the scope of authority.
13. Perform clerical duties including proofreading for correct spelling and proper English grammar usage.
14. Meet students, parents, staff, and the public tactfully and courteously
15. Work harmoniously with fellow employees.
16. Operate computer and printer and other office machines with advanced skills in the operation including word processing and data base software.
17. Compile and maintain accurate and complete records and reports.
18. Understand and follow oral and written instructions.
19. Answer questions by telephone, in person, and e-mail in a respectful manner.
20. Organize tasks and complete with efficient use of time.
21. Create correspondence databases, spread sheets, and various publications.
22. Maintain cooperative relationships with coworkers and the general public.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

- Indoor office environment subject to frequent interruptions.

Physical Demands

- Pushing, moving, and lifting objects with a strength factor of light work.
- Dexterity of hands and fingers to operate a variety of standard office equipment.
- Clarity of vision at varying distances.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Sitting and standing for extended periods of time.
- Lifting of objects with a strength factor of light work.
- Frequent sitting, standing, and walking.
- Reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies.
- Occasional bending, reaching, and stretching.
- Occasional pushing, pulling, and dragging.
- Occasional kneeling, crouching, and squatting.

SALARY

Pay Range 12

12 Months – 260 Days