



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



Farm Secretary
Created 3/15

DEFINITION

Under the supervision of the Principal or designee, the School Farm Secretary performs responsible clerical, business, and administrative duties for the farm.

ESSENTIAL DUTIES

1. Receives visitors and acts as a receptionist for at the School Farm. *E*
2. Performs supervision duties for ill and disruptive students as assigned. *E*
3. Communicate messages for immediate response. *E*
4. Organize all Farm related paperwork including but not limited to permission slips, data forms, and internet releases. *E*
5. Manages various individual student and project accounts including but not limited to billing, deposits, and receipting of money in coordination with the department chair and Dairy and Farm Managers. *E*
6. Completes and files the annual R-2 Report on all Program students. *E*
7. Completes graduate follow up survey and reporting. *E*
8. Coordinate schedules. *E*
9. Facilitate communication with the Agriculture/Farm advisory committee. *E*
10. Prepares bulk and regular mailings. *E*
11. Registers students for various competitions and conferences. *E*
12. Assists the Department Chair in the completion of all Ag Incentive related documentation. *E*
13. Assists the Department Chair in the maintenance of the Ag Program Plan. *E*
14. Manages and maintains the inventory of office supplies, photo copier, and printer supplies. *E*
15. Completes and submits all Facility Use requests for all Farm related activities and events. *E*
16. Completes and submits all Maintenance and Technology requests. *E*
17. Completes and submits all transportation requests for all Farm related activities and events. *E*
18. Coordinates transportation to and from all Farm related activities and events. *E*
19. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education

High School Diploma or equivalent

Experience

Three years of progressively responsible secretarial or clerical experience.

Licenses and Other Requirements

DOJ and FBI fingerprint clearance

Negative TB test within the last four years

Type 40 words per minute with accuracy

Valid California Driver's License

KNOWLEDGE AND ABILITIES

Knowledge of

1. Modern office methods of filing and clerical procedures.
2. Acceptable telephone etiquette.
3. Computer entry, storage, and retrieval functions.
4. Policies and procedures for receiving, completing, and filing documents in compliance with local, state, and federal regulations.
5. Record keeping techniques.
6. Basic computer skills with applications.

7. General office procedures and office machines (computer, fax, and copier).
8. Correct English usage, grammar, spelling, punctuation, and vocabulary.
9. Oral and written communication skills.
10. District policies, rules and regulations.

Ability to

1. Compose letters in acceptable style with minimal assistance.
2. Maintain a calendar of appointments.
3. Maintain an adequate filing system and be able to retrieve data quickly.
4. Take notes and records of meetings and conferences.
5. Be punctual and regular in attendance.
6. Maintain confidentiality in matters regarding employees and/or students.
7. Learn specific rules, regulations, laws, and policies quickly and apply them with good judgment in a variety of procedural matters without immediate supervision.
8. Use good judgment while recognizing the scope of authority.
9. Meet students, parents, staff, and the public tactfully and courteously.
10. Operate a computer and printer and other standard office machines.
11. Compile and maintain accurate and complete records and reports.
12. Understand and follow oral and written instructions.
13. Answer questions by telephone, in person, and e-mail in a respectful manner.
14. Create correspondence databases, spread sheets, and various publications.
15. Complete essential job duties accurately and timely with minimal or no direct supervision.

PHYSICAL DEMANDS AND WORKING CONDITIONS

1. Indoor office environment subject to frequent interruptions.
2. Pushing, moving, and lifting objects with a strength factor of light work.
3. Dexterity of hands and fingers to operate a variety of standard office equipment.
4. Clarity of vision at varying distances.
5. Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
6. Sitting, standing, and walking for extended periods of time.
7. Reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies.
8. Occasional kneeling, crouching, and squatting.

Work Year: 185 Days – 7 hours per day

Salary: Range 6