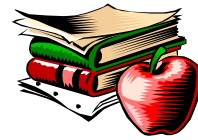




JOB DESCRIPTION

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



Assistant Principal's Secretary

Revised 7/11

DEFINITION

Under the supervision of the Assistant Principal, types letters, forms, and other daily memos and bulletins as assigned; maintains a certain process and procedure for office traffic expectations; does general office work and other related duties as required.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

- Act as a secretary to the Assistant Principals office, or any department when required. E
- Operate standard office machines including calculators, telephones, copiers/fax, and computers. E
- Operate a switchboard. E
- Type letters, memos, bulletins, announcements, newsletters, publications, forms, etc. E
- Supervise students, parents, and visitors as they wait for appointments. E
- Assist teachers, other classified, probation/police, parents, and students as needed. E
- Perform clerical work requiring knowledge of procedures of the office and department assigned. E
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education

High School Diploma or equivalent
Courses in typing and/or word processing

Experience

One year of experience performing clerical work.

Licenses and Other Requirements

DOJ and FBI fingerprint clearance
Negative TB test within the last four years
Type 45 words per minute with accuracy

KNOWLEDGE AND ABILITIES

Knowledge of

- Modern office methods of filing and clerical procedures.
- Office mathematics and related calculations.
- Telephone procedures and techniques including operation of a switchboard.
- 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.
- Student data systems.
- 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.

Ability to

1. Operate a telephone switchboard, if required and assigned.
2. Create databases, spread sheets, and other similar documents.
3. Perform clerical duties including proofreading for correct spelling and proper English grammar usage.
4. Transcribe machine/voicemail records accurately to finished typed copy.
5. Meet students, parents, visitors, and the public tactfully and courteously.
6. Operate computer and printer.
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. Compile and maintain accurate and complete records and reports.
9. Understand and follow oral and written instructions.
10. Answer questions by telephone, in persons, and e-mail in a respectful manner.
11. Organize tasks and complete with efficient use of time.

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.