



## PITTSBURG UNIFIED SCHOOL DISTRICT

# DISTRICT SECRETARY I

### CLASSIFICATION SPECIFICATION

#### DEFINITION:

Under general supervision, to perform a variety of responsible secretarial and clerical work of moderate difficulty in the District Office; and to perform all related duties as assigned. Process Free/Reduced meal applications and verification.

#### DISTINGUISHING CHARACTERISTICS:

Positions in this class are assigned clerical and secretarial duties which require a working knowledge of subject matter and function of the office in which they work. Incumbents exercise initiative and independent judgment within a number of standardized procedures. Some assignments may include Personnel and Food Service duties and responsibilities.

#### EXAMPLES OF DUTIES:

- Performs a wide variety of clerical and secretarial work, including typing, proofreading, filing, checking and recording information
- Screens calls and visitors, making appointments with appropriate staff members, answers inquiries concerning standardized policies, procedures, and regulations
- Receives complaints and takes appropriate steps to see that they are adjusted
- Receives and routes office correspondence
- Composes routine memos and correspondence from brief verbal instructions or notes
- Types a variety of materials from brief verbal or written instruction, screens and proofreads materials for accuracy and completeness
- Takes and transcribes dictation for correspondence, memoranda, reports and other materials
- Posts data and files materials alphabetically, numerically and by other predetermined categories, maintains budget records, may prepare Board agenda items
- Compiles a variety of information for preparation of departmental data
- Audits daily cashier reports, vendor invoices and daily milk and lunch reports from school cafeterias
- Assists with monthly income statement and profit and loss statement for the cafeteria function
- Checks invoices against purchase orders
- Attends conferences and keeps informed of new budgets and a variety of other statistical records
- Performs all other related duties as assigned
- Operates a variety of office machines, including typewriter, adding and copying machines
- Orders office supplies

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## **EXAMPLES OF DUTIES:** (cont.)

- May operate personal computers, word processing equipment, electronic data entry equipment and/or microfilm equipment
- Processing personnel transactions
- Performs all related duties as assigned.

## **MINIMUM REQUIREMENTS:**

### **Knowledge Of:**

- Correct English usage, spelling, grammar, punctuation and composition
- Modern office methods, practices and procedures, including receptionist and telephone techniques, letter and report writing and proofreading
- Numerical, alphabetical, and subject matter filing systems
- Organization and collection of data
- Standard office machines
- Laws and regulations of the Education Code and District pertaining to assigned area

### **Ability To:**

- Perform clerical and secretarial work of above average difficulty
- Proficiently operate standard office equipment
- Make arithmetical calculations with accuracy and speed
- Post information, check records, file and alphabetize rapidly and accurately, maintain records and prepare accurate reports
- Compose correspondence in response to routine inquiries
- Read, understand, and explain technical policies and material
- Understand and carry out oral and written instructions
- Maintain cooperative working relationships with those contacted in the course of work
- Type at a net corrected speed of 45 words per minute
- Some positions may require the use of dictation equipment with proficiency

### **Training & Experience:**

Two years of responsible office experience, supplemented by additional training in office organization and procedures; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Revised: 10/16/90