

## **BURBANK UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: BUILDING SERVICES SECRETARY**

### **BASIC FUNCTION:**

Under the direction of the assigned Director, perform advanced-level secretarial duties; plan, organize and coordinate office activities to assist the administrator in administrative details.

### **REPRESENTATIVE DUTIES:**

Serve as secretary to a Director; plan, organize and coordinate office activities to assist the administrator in administrative details.

Receive calls from site and District personnel regarding Building Services needs and concerns; interview callers to be able to provide information to supervisor for determination of appropriate labor, services and materials required.

Assure timely and accurate communications between Building Services and site and District personnel; make phone calls to receive and transmit information; type memos, bulletins, letters and notices.

Interview visitors and supply information and assistance regarding Building Services activities; provide directions or referrals to other personnel as appropriate.

Research and compile information and compute statistical information for District reports and special projects; proof read and edit reports related to position.

Compose independently or from oral instruction, notes or letters requesting or providing information or dealing with routine matters.

Take and transcribe using any form of dictation or note taking skills, letters, reports, bulletins, and memoranda including materials of a confidential nature.

Type a variety of items including inter-office communications, requisitions, forms, letters, special projects, legal documents and other materials; establish and maintain project and confidential files.

Operate and monitor specialized radio equipment; receive and relay messages from District facilities and school sites regarding problems and emergency situations.

Attend meetings and take minutes as assigned; prepare and send out notices of meetings; collect and compile information for meetings and projects; prepare and distribute minutes.

Maintain a variety of complex records, time sheets, lists, files and records related to Building Services; maintain confidentiality of sensitive information.

Plan and organize clerical details of Building Services office.

Compile financial information and supporting data for the Building Services budget preparation process; post and maintain budget and financial records as assigned.

Prepare and process the payroll for Building Services personnel as assigned; maintain records regarding vacation requests and absences; request or assign substitute personnel to cover absences as directed.

Receive, open and screen incoming mail and independently compose replies according to established procedures or verbal instructions.

Operate office equipment such as typewriter, word processing and computer hardware, copier, calculator and specialized communications equipment.

Originate and revise office forms; order, receive, inventory and store supplies.

Train and provide work direction to clerical personnel as assigned; provide input for performance evaluations of clerical personnel.

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

District organization, operations, policies and objectives related to position.

Applicable sections of State Education Code and other applicable laws.

Organization, rules and programs related to Building Services.

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

Statistical and financial record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

##### ABILITY TO:

Work independently with little direction.

Type at 50 words net per minute from clear copy.

Analyze situations accurately and adopt an effective course of action.

Take and transcribe from notes or any form of dictation.

Understand and follow oral and written directions.

Compose independently or from oral instructions letters, memos, bulletins or other materials.

Work cooperatively and effectively with others.

Read and follow rules, regulations, policies and procedures pertaining to position.

Operate and monitor specialized communications equipment.

Operate various office machines such as a typewriter, word processing and computer hardware, copier and calculator.

Make arrangements for meetings, workshops and conferences.

Maintain a variety of filing systems.

Maintain records and prepare reports.

Make arithmetic calculations quickly and accurately.

Meet schedules and time lines.  
Plan and organize work.  
Train and provide work direction to others.  
Communicate effectively both orally and in writing.  
Attend meetings, conferences and workshops.  
Complete work with many interruptions.  
Work confidentially with discretion.  
Perform advanced-level secretarial duties.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school including or supplemented by business courses and three years of increasingly responsible secretarial experience, preferably including experience in a school district Building Services office.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

District office environment.