

## **BURBANK UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: SECRETARY**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor(s), be responsible for a variety of secretarial and clerical work requiring routine analysis and judgement to assist one or more assigned supervisors in administrative detail; organize office activities and coordinate the flow of communications in an assigned office.

### **REPRESENTATIVE DUTIES:**

Perform a wide variety of responsible secretarial and clerical work related to the function to which assigned.

Take and transcribe using any form of dictation or note taking skills or type from straight copy, letters, reports, bulletins, schedules, lists, minutes and memoranda, including materials of a confidential nature.

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

Assist in the maintenance of a wide variety of complex financial, statistical and narrative records and reports according to established procedures and timelines; maintain the confidentiality of sensitive and personal information and materials.

Initiate and answer telephone calls; schedule appointments and interview callers; screen and refer calls as appropriate.

Coordinate communications and provide information to administrators, employees, students, parents and the public; explain State and federal laws and guidelines, District policies, programs, rules, requirements and procedures as directed.

Operate a variety of business machines and office equipment including typewriter, calculator, copier, computer hardware/software.

Prepare and process application and forms in accordance with established procedures; assure compliance with a variety of laws and regulations governing assigned functions.

Proofread and edit reports, records and other data for accuracy, completeness and compliance with established standards.

Maintain a variety of confidential information, files and records including, but not limited to, time sheets and personnel records.

Order and maintain various forms, supplies and equipment as necessary; maintain inventory and supply records and files.

Train and provide work direction to clerical personnel as assigned; coordinate office workflow and assignments to assure efficiency and effectiveness.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office practices, procedures and equipment.  
Telephone techniques and etiquette.  
Record-keeping techniques.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Interpersonal skills using tact, patience and courtesy.  
Oral and written communications skills.  
District organization, operations, policies and objectives relating to position.

**ABILITY TO:**

Work independently with little direction.  
Type with speed and accuracy on typewriter and various computer software programs.  
Type at 50 words net per minute from clear copy.  
Operate a variety of office machines including typewriter, calculator, copier, computer hardware/software.  
Analyze situations accurately and adopt an effective course of action.  
Perform varied and complex secretarial and clerical support duties.  
Compose independently or from oral instructions, letters, memos, bulletins or other materials.  
Maintain a variety of filing systems.  
Perform responsible statistical and record-keeping duties.  
Read and follow rules, regulations, policies and procedures pertaining to position.  
Work cooperatively and effectively with others.  
Understand and follow oral and written directions.  
Make arithmetic calculations quickly and accurately.  
Take and transcribe using any form of dictation or notetaking skills.  
Meet schedules and timelines.  
Plan and organize work.  
Work confidentially with discretion.  
Maintain records and prepare reports.  
Communicate both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school including or supplemented by business courses and two years of clerical and secretarial experience.

**WORKING CONDITIONS:**

Office environment.

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