

DUBLIN UNIFIED SCHOOL DISTRICT
District Secretary IV

General Description

The job of the District Secretary IV is done for the purpose/s of providing administrative support to the administrative offices; assists the superintendent and/or assistant superintendent and other administrators as assigned; performing a variety of specialized and complex secretarial and clerical work; works independently on related work; and performs all other related duties as assigned.

Essential Functions

- Prepares written materials for the purpose of documenting activities, providing written reference and/or conveying information (i.e. calendar, budgets, reports, memos), basic banking principles and practices (i.e. bank deposits, credit card statements and transactions, statement reconciliation).
- Processes documents and materials for the purpose of disseminating information to appropriate parties.
- Compiles data from a wide variety of sources (e.g. financial activities, absences, work orders, purchasing request, inventory, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Maintain records, files, data [including accurate data entry] for the purpose of providing up to date reference and audit trail for compliance.
- Assists with coordinating a wide variety of programs and/or activities for the purpose of meeting program and/or activity requirements in compliance with established guidelines. (school usage, textbook orders, conferences/meetings, budget expenditures, appointments)
- Composes documents that include, but not limited to, letters, bulletins, agendas and minutes for district meetings correspondence for the purpose of documenting events and providing and/or requesting information.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Maintains inventory of supplies and materials for the purpose of ensuring availability of items.
- Operates office machines.
- Maintains confidentiality of site and district information, records and activities.
- Utilizes all available district technology for the purpose of effective communication, federal and state compliance and maintaining documents.
- Receives complaints and concerns from staff and public for the purpose of addressing issues and/or referring to appropriate personnel for resolution.
- Assists with coordinating a variety of programs or activities, tasks, assignments, meetings, staff coverage, building in-service, workshops, travel and accommodations, etc. for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance to established guidelines.
- Researches discrepancies in processes and/or documentation for the purpose of ensuring adherence to appropriate administrative and/or legal guidelines.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.

Qualifications: Skills, Knowledge and Abilities

SKILLS are required to provide support to the district administrator and to ensure the efficient operations of the office. Skills required to satisfactorily perform the functions of the job include: word process at 65 words per minute; make arithmetical calculations quickly and accurately; prepare, maintain and analyze complex financial and statistical records and reports, produce a variety of complex reports, brochures, and written documents; operate office equipment with competency; effective oral and written communication skills.

KNOWLEDGE of the following is required to perform the functions of the position: correct English usage, spelling, grammar, and punctuation; District organization, policies, rules, and programs; modern office methods and practices,

including filing systems, receptionist and telephone techniques, and letter and report writing; standard office machines and computers, desk top publishing and a wide variety of standard software programs.

ABILITIES are required to perform all of the essential functions of the position with minimal supervision and direction as follows: the ability to generate written reports and letters with only basic information and direction; understand and carry out oral and written instructions; establish and maintain cooperative and effective working relationships with children, parents, administrative officials, and others contacted in the course of work.

Responsibility

Responsibilities include: working under minimum supervision using standardized practices and or methods; leading, guiding, and/or coordinating others. Utilization and coordination of resources from other work units is often required to perform the job's functions.

Working Environment

Working environment requires continuous sitting, reading, writing, and computer use; continuous hand-eye coordination, use of hands and fingers, and manipulation of large and small objects; frequent bending, twisting, reaching, stooping and stretching; frequent lifting or carrying of objects weighing up to 10 (ten) pounds; occasional walking, standing, and lifting objects weighing up to 30 (thirty) pounds; and requires the ability to hear at a close proximity and (up to five feet); clarity of vision at varying distances; and verbal and written communication in an articulate manner.

Experience

Three years of increasingly responsible experience in the clerical and secretarial area including experience with complex computer systems and software programs, preferably including experience in a school district.

Required Testing

Pre-employment Proficiency Test

Clearances

Criminal fingerprint/background clearance (FBI and DOJ) and TB clearance

Salary Range

Classified Salary Schedule
Range 20

Work Year

260 Days/12 months
(243 work days/17 paid holidays)

Board Approved: 4/29/14