



PITTSBURG UNIFIED SCHOOL DISTRICT

SCHOOL SECRETARY

CLASSIFICATION SPECIFICATION

DEFINITION:

Under general supervision, to act as an administrator's secretary; to take responsibility for one or more specialized student record keeping functions; to relieve the administrator of routine clerical and administrative detail; and to perform other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Positions in this classification are assigned as secretary to a school administrator with responsibility for a complex aspect of student record keeping such as registration, scheduling, attendance or student affairs. Incumbents are required to work with minimal direct supervision, and to carry out complex tasks in an atmosphere characterized by frequent interruptions.

EXAMPLES OF DUTIES:

- Serves as secretary to an administrator or group of administrators, assumes responsibility for relieving the administrator(s) of complex clerical details as related to such areas as attendance accounting, student registration, scheduling, maintenance of permanent student academic and/or counseling records, student affairs, transcripts, report cards and grade point averages, and/or data processing records
- Develops and maintains complex record keeping systems
- Prepares or assists in the preparation of employee payroll and/or absence records
- Acts as liaison with other schools, offices, and school districts on matters related to student records
- Registers, enrolls and schedules students
- Records data in permanent student files
- Prepares, checks and processes data processing input
- Arranges for home teaching
- Maintains accounting records relating to such areas of student affairs as athletic and social events, student body activities, athletic insurance, shop cards, and lockers
- Receives and accounts for cash
- Issues admit slips
- Explains and interprets rules and regulations to students, teachers and parents
- Receives complaints and concerns from staff and the public, and resolves the problems whenever possible, referring the more complex problems to appropriate personnel
- Types a variety of materials, such as letters, memoranda, bulletins, requisitions, claims, stencils, reports and statistical data from rough drafts, or oral instructions
- Posts, verifies and checks information on forms, reports, tests and cards
- Maintains files which may contain information of a confidential or sensitive nature

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EXAMPLES OF DUTIES: (cont.)

- Maintains budget records and funds of petty cash
- Gathers and prepares a variety of information regarding pupil absences and other matters
- Assists in making arrangements for student field trips
- Operates a variety of office machines including typewriter, adding and copying machines, computers
- May supervise student or other clerical workers
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS:

Knowledge Of:

- Correct English usage, spelling, grammar and punctuation
- Standard office procedures
- Arithmetic, filing and record keeping procedures
- Numerical, alphabetical, and subject matter filing systems
- Organization and collection of data
- Standard office machines; computers and knowledge of District established computer applications
- Basic data processing terminology
- Basic functions and clerical operations of a school district

Ability To:

- Perform a variety of clerical and secretarial work with accuracy and speed
- Make arithmetical calculations with accuracy and speed
- Post information, check records, file and alphabetize rapidly and accurately
- Maintain complex filing systems
- Work efficiently under pressure with constant interruptions
- Maintain records and prepare accurate reports
- Perform in situations requiring specialized knowledge, using tact and good judgment
- Understand and carry out oral and written directions
- Communicate effectively with students, public and staff
- Maintain cooperative working relationships with those contacted in the course of work
- Meet the public in situations requiring tact, diplomacy and discretion
- Type at a net corrected speed of 45 words per minute

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Training & Experience:

High school diploma or equivalent; two years of responsible office experience; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

License:

Some positions may require a valid California Driver's License.

Physical:

Good physical condition as determined by pre and post employment inquiries and health reports.

CSEA Approved: May 24, 2001

Board Approved: June 06, 2001

Work Year: 222 Days

RANGE 31