



PITTSBURG UNIFIED SCHOOL DISTRICT

PRINCIPAL'S SECRETARY II

CLASSIFICATION SPECIFICATION

DEFINITION:

Under general supervision, to act as secretary to the principal of a senior high or junior high school; to perform and coordinate varied and responsible secretarial and clerical services of the school; and to perform all other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Positions in this classification are characterized by the relatively small amount of supervision received, since many of the duties must be performed while the principal is absent from the office. The secretary must also assist in the overall coordination of the varied and specialized clerical functions in a large senior high or junior high school. The school secretary interacts with a number of individuals, and must have the ability to be productive, flexible and organized despite frequent interruptions.

EXAMPLES OF DUTIES:

- Serves as secretary to the principal of a senior high or junior high school
- Serves as liaison between the principal, teachers, students, parents, and other staff members
- Explains and interprets rules and regulations to students, teachers and parents
- Receives complains and concerns from staff and the public, resolving the problems whenever possible, and 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, oral instructions or dictation
- Composes correspondence, and works from marginal notes and instructions
- Receives and routes office correspondence; takes and transcribes dictation for a wide variety of subjects, including materials of a confidential and sensitive nature
- Attends meetings and conferences, and acts as recorder preparing reports of action taken, and assignments made
- Maintains budget records and funds of petty cash
- Gathers and prepares a variety of information for local, state and federal reports
- Assigns, issues, and keeps inventory of room and cabinet keys issued to teachers and other authorized personnel
- Collects and accounts for money
- Requisitions, receives stores and distributes supplies' orients substitute teachers and aides
- Maintains personnel time reports and attendance records
- Maintains calendar of school facility events
- Provides clerical assistance in the preparation of the maintenance of buildings and grounds

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EXAMPLES OF DUTIES: (cont.)

- Compiles materials submitted by staff, and devises appropriate format, ensuring proper or improved grammatical structure, and determining accuracy of information before producing and distributing material
- Operates a variety of office machines and computers, including typewriter, adding and copying machines
- May supervise student or other clerical workers
- Coordinates work of other staff members to ensure that records are complete and accurate
- Responsible for overseeing use of postage machine and for processing bulk mailings
- Performs other related duties as assigned

MINIMUM REQUIREMENTS:

Knowledge Of:

- Correct English usage, spelling, grammar, punctuation and composition, modern office organization, procedures, and practices
- Numerical, alphabetical, and subject matter filing systems
- Methods used in preparing statistical reports
- Organization and collection of data
- Standard office machines and district established software programs
- Basic first aid, as required by assignment
- Principles of supervision and training
- Basic functions and clerical operations of a school district
- Techniques of effective public relations
- Basic accounting and purchasing procedures

Ability To:

- Perform a wide variety of responsible secretarial work, and coordinate a volume of administrative detail
- Proficiently operates standard office equipment
- Make arithmetical calculations with accuracy and speed
- Maintain complex filing systems
- Work independently with constant interruptions
- Maintain records and prepare accurate reports
- Independently compose correspondence
- Perform in situations requiring specialized knowledge, using tact and good judgment
- Work independently, and assume responsibility for the coordination and proofing of the work of other staff members

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MINIMUM REQUIREMENTS:

Ability To: (cont.)

- Understand, carry out, and give oral and written instructions
- Communicate effectively with students, public and staff
- Maintain cooperative working relationships with students, staff and the public
- Meet the public in situations requiring tact, diplomacy and discretion
- Type at a net corrected speed of 45 words per minute
- Take dictation at a speed of 80 words per minute, and transcribe it accurately, or use dictation equipment with proficiency.

Training & Experience:

Four years of responsible office experience, preferable in a school setting; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Licenses:

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.

Classification Employee Salary: Range 39 (Board approved 5/10/2015 upgrade only)

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