



PITTSBURG UNIFIED SCHOOL DISTRICT

PRINCIPAL'S SECRETARY I

CLASSIFICATION SPECIFICATION

DEFINITION:

Under general supervision, to act as secretary to the principal of an elementary, or continuation high school, or to the Directors of the District's adult education or children's center/preschool programs; to relieve the administrator of clerical and minor administrative details; and to perform all other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Positions in this classification are characterized by acting as the secretary to the principal, or director of a specific educational program, such as an elementary school, continuation high school, adult school, or children's center/preschool program. While other clerical positions may be staffed in the program, the Principal's Secretary I typically has responsibility for the more complex functions, and for overall clerical and secretarial coordination. Incumbents must work in an atmosphere characterized by frequent interruptions.

EXAMPLES OF DUTIES:

- Serves as secretary to the principal of an elementary, or continuation high school, or to the Directors of the adult education or children's center/preschool programs
- Serves as liaison between the principal, teachers, students, parents and other staff members
- Receives visitors, answers the telephone, and gives out information
- 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
- Composes routine memos and correspondence from brief verbal instructions or notes
- Screens incoming correspondence
- Receives and routes office correspondence
- Screens and proofreads materials for adherence to the rules and regulations of the school
- May take dictation or use Dictaphone
- Takes verbatim minutes, and prepares and distributes minutes
- Posts, verifies and checks information of forms, reports, tests and cards; maintains files, which may contain information of a confidential or sensitive nature
- Reviews documents, records and reports for accuracy, completeness and compliance with established procedures
- Gathers and prepares a variety of information for local, state and federal reports

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EXAMPLES OF DUTIES: (cont.)

- Supervises and performs specialized record keeping functions in the areas of registration, student cumulative folders, transcripts, attendance records, report cards and grade point averages, graduation and award lists, driver training lists, data processing records and testing materials
- Assigns, issues and keeps inventory of room and cabinet keys issued to teachers and other authorized personnel
- Duplicates bulletins, schedules, tests and other materials
- Maintains faculty and student attendance records
- Prepares attendance accounting reports
- Collects and accounts for money
- Requisitions, receives, stores and distributes accounts for money
- Requisitions, receives, stores and distributes supplies, orients substitute teachers and aides
- Maintains calendar of school facility events
- Maintains budget records and funds of petty cash
- Maintains accounting records relating to such areas of student affairs as athletic and social events, student body activities, athletic and social events, student body activities, athletic insurance and/or shop cards
- Receives and accounts for cash
- May prepare bank deposits
- Provides clerical assistance in the preparation of the school budget and maintains appropriate records
- Prepares requisitions for purchase of materials, and maintenance of buildings and grounds
- 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, including typewriter, adding copying machines and computers
- May supervise student or other clerical workers
- Shall assist with student health checks on a follow-up basis when needed
- Performs all other related duties as assigned

MINIMUM REQUIREMENTS:

Knowledge Of:

- Correct English usage, spelling, grammar, punctuation and composition
- Modern office methods, procedures and equipment, including receptionist and telephone techniques

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MINIMUM REQUIREMENTS:

Knowledge Of: (cont.)

- Numerical, alphabetical, and subject matter filing systems
- Organization and collection of data
- Standard office machines
- Basic first aid, as required by assignment
- Principles of supervision and training

Ability To:

- Perform clerical and secretarial work involving use of independent judgment, and requiring accuracy and speed
- Proficiently operate standard office equipment
- Make arithmetical calculations with accuracy and speed
- Post information, check records, file and alphabetize rapidly and accurately
- Work efficiently under pressure with constant interruptions
- Maintain records and prepare accurate reports
- Compose correspondence in response to routine inquiries
- 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 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:

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

Physical:

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

License:

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

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