

California Military Institute

Board Approved: November 19, 2014
Salary Schedule: 281, Row: 9

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: SECRETARY

JOB PURPOSE STATEMENT: Under minimal supervision, to provide difficult secretarial and clerical support to administrative functions; convey information regarding school functions and procedures; ensure compliance with financial, legal and administrative requirements of assigned functions.

JOB FUNCTIONS:

- Supports the administration to provide assistance with their administrative functions
- Composes documents (e.g. correspondence, agendas, minutes, bulletins, reports, etc.) to communicate information to school and district personnel, the public, outside agencies, etc.
- Evaluates situations (i.e., involving other staff, students, parents, the public, etc.) in order to take appropriate action or direct to appropriate personnel for action
- Monitors assigned activities and/or program components to ensure compliance with financial, legal and /or administrative requirements
- Responds to inquires of the public, staff, students, and outside agencies to provide information and/or direction as may be required
- Processes documents and materials (e.g. schedules, agendas, mail, etc.) to disseminate information to appropriate parties
- Attends meetings as assigned to convey and/or gather information required to perform the job functions
- Performs a variety of difficult secretarial and clerical work
- Functions well in a busy office environment
- Operates standard office equipment including use of basic computer applications
- Uses English in both written and verbal form; correct spelling, grammar, and punctuation

JOB TITLE: SECRETARY

Page 2

JOB FUNCTIONS - continued

- Maintains effective working relationships with students, staff and parents
- Performs arithmetic calculations
- Demonstrates organizational skills
- Works independently with speed and accuracy
- Performs other related duties as assigned or needed

PHYSICAL ABILITIES:

- Physical ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, computer keyboard, typewriter at the required speed and accuracy

JOB QUALIFICATIONS:

Education:

- High School Diploma

Experience:

- Two years of experience in secretarial and clerical work preferably in a school setting

Licenses, Certifications, Bonding, and/or Testing:

- Official dated certificate validating a typing speed of not less than 50 corrected words per minute.

JOB TITLE: **SECRETARY**

Page 3

JOB QUALIFICATIONS - continued

- Computer skills to effectively perform the job functions
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS

- Classified Non-Union Position