



AGENDA

**Special Meeting
 Tuesday, September 22, 2009, 4:15 p.m.
 Board Room – District Office**

AGENDA POSTED: September 22, 2009 – Personnel Commission Office Window

1.0 **CALL TO ORDER** By: _____ Time: _____

2.0 **ROLL CALL**

		PRESENT	ABSENT
Chairperson:	Speed Castillo	_____	_____
Vice-Chairperson	Audrey Cherep	_____	_____
Commissioner	Ron Costello	_____	_____
Executive Director	Victoria Wintering, Ph.D.	_____	_____

3.0 **PLEDGE OF ALLEGIANCE**

Personnel Commission Chairperson, Speed Castillo, will lead the Pledge of Allegiance to the Flag of the United States of America.

4.0 **PUBLIC COMMENTS**

This is the appropriate point in the agenda for those present to speak to any item on the agenda.

Those who wish to speak to any item of concern not on the agenda, no action will be taken at this time.

5.0 **CLASSIFICATION AND SALARY**

Reference

Action

5.1 Approve revised job classification of Secretary at salary range CSEA-51, to Secretary-Registrar/Records at salary range CSEA-51.

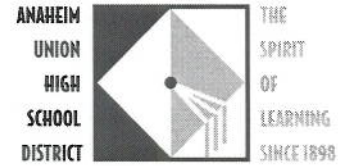
Exhibit A

Moved by _____
 Seconded _____
 Vote _____

5.2 Reallocate from Secretary at salary range CSEA-51, to Secretary-Registrar/Records at salary range CSEA-51, effective September 22, 2009.

Moved by _____
 Seconded _____
 Vote _____

- | | |
|---------------------|-----------------|
| Keven Britton | Debra Lopez |
| Marilyn Burgner | Judy Mac Kenzie |
| Callye Douglas | Paula Martin |
| Crystal Edds | Joyce Marvin |
| Christine Gilbert | Sharon Orona |
| Leticia Gomez | Linda Owen |
| Elvia Gutierrez | Lorna Pearce |
| Karen Jackson | Darlene Thomas |
| Alejandra Javanshir | Patricia Voas |
| Caryn Kaiser | Peggy Wakeman |
| Tonyia Killion | Pauline Walker |
| Kartha King | Dana Wright |
| Georgia Lappin | Luz Ybarra |



AGENDA

Special Meeting
Tuesday, September 22, 2009, 4:15 p.m.
Board Room – District Office

- | | | | |
|-----|---|------------------|--|
| 5.3 | Approve revised job classification of Secretary at salary range CSEA-53, to Secretary-Registrar/Records-Bilingual at salary range CSEA-53. | Exhibit B | Moved by _____
Seconded _____
Vote _____ |
| 5.4 | Reallocate from Secretary-Bilingual at salary range CSEA-53, to Secretary-Registrar/Records-Bilingual at salary range CSEA-53, effective September 22, 2009.
Leticia Fernandez
Maricela Mendoza
Josefina Negro
Luz Prieto
Delia Selaya | | Moved by _____
Seconded _____
Vote _____ |
| 5.5 | Abolish job classification of Secretary At salary range CSEA-51. | Exhibit C | Moved by _____
Seconded _____
Vote _____ |
| 5.6 | Abolish job classification of Secretary-Bilingual at salary range CSEA-53. | Exhibit D | Moved by _____
Seconded _____
Vote _____ |

6.0 NEXT REGULAR MEETING

Date: **Tuesday, October 13, 2009**
Time: 4:15 p.m.
Location Board Room

7.0 ADJOURNMENT: _____ p.m.

SECRETARY- REGISTRAR/RECORDS

DEFINITION:

Under general supervision, perform various moderately complex clerical support and record-keeping duties related to pupil enrollment, graduation/promotion, and withdrawal of students in accordance with established policies and procedures; performs specialized functions related to student records management, transcripts analysis, and data input; performs other related work as required.

ESSENTIAL DUTIES:

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

CLERICAL SUPPORT

Performs a variety of secretarial responsibilities to relieve the administrator of clerical detail; assures smooth operations of a school office; may coordinate appointments and daily schedules for administrator; screens and/or takes messages for incoming telephone calls and directs to specific administrator; greets students, parents, and visitors to school office; issues passes to students as they request appointments and as administrators schedule students; prepares documentation (e.g. discipline packets, parent handbook, enrollment/registration information, etc.) for the purpose of providing written support, developing recommendations and/or conveying information; develops and revises office forms; performs record keeping, report generation and other clerical functions (e.g. rank lists, graduation programs, honors and awards programs, etc.) to support administrators and staff with assigned activities; monitors supplies and forms for the office, ordering when necessary.

REGISTRATION/ENROLLMENT/WITHDRAWAL FUNCTION:

Performs enrollment and withdrawal activities within the automated student information system for the purpose of documenting and/or providing reliable student information; creates and distributes enrollment information and registration packets; ensures new students have proper registration materials (e.g. Withdrawal papers from previous school, up to date immunizations, transcript from previous school, etc); issues student agenda with school policies, discusses bus and lunch information; enters, maintains, and updates student data (guardian, address, emergency contacts, telephone numbers, test data, course history, etc.) including new students, adds, drops and related data into student information system (Zangle); verifies residency and mails letters to warn of inconsistencies or requests additional information; schedules language testing for new students; provides appropriate enrollment information to counselors, health information to Health Services Technician, discipline information to administrator and Special Education records to appropriate case carrier as assigned by the position; advises administrators/counselors of students' eligibility to register, graduate and participate in extra curricular activities; oversees withdrawal process including updating transcripts with withdrawal grades; requests, receives, evaluates and interprets incoming student transcripts and transcribes credits to conform with District standards; audits hours or credits earned for comparable courses; secures approval of administrator; inputs information and data into computer; provides transcripts to other schools according to established procedures; records grades and coordinates the preparation of grade reports; calculates grade point averages; reconciles and corrects errors in student records and grade reports; assists administrators by preparing and participating in pre-registration, registration, enrollment and graduation activities.

RECORD KEEPING/DATA MANAGMENT:

Types, files, requests, and sends cumulative student records to and from other schools according to established procedures; creates query statements to print various reports; conducts record searches including verifying birth dates, graduation dates, legal names and dates of attendance; receives, monitors, tracks, logs, maintains and reviews student cumulative, confidential, and/or drop files; organizes the storage of cumulative files for all students for several years as well as the storage of reports and other documentation of records as needed; sends student permanent records to district archives according to established time lines; uses both electronic and manual record keeping systems which allow for efficient collection, retention, and retrieval of information; compiles information for surveys and reports, immigration, employment and graduation verification; assures the accuracy of student classification data within the student information system (Zangle) by responding to system audits conducted by various District departments, such as Special Programs, Special Youth Services, and Information Systems.

COMMUNICATION/CUSTOMER SERVICE:

Communicates with various District departments and outside agencies to coordinate activities, exchange information, and resolve issues or concerns; interprets and explains policies and procedures related to assigned activities; communicates with parents and provides copies of students records as requested; assists parents with the proper completion of forms; prepares correspondence to various government, County, State and private agencies verifying student enrollment, attendance, and performance; prepares, interprets and/or evaluates student records for legal or court review, and for local, County, State and federal agencies.

MISCELLANEOUS:

Trains and supervises student aides as assigned; keeps attendance records each period and provides input to school official/administrator regarding grades for each quarter for student aides according to attendance, attitude, and job performance; operates a variety of office equipment including telephone, copier, fax, computer with assigned software and peripheral equipment; attends and participates in a variety of in-service trainings and meetings.

OTHER RELATED DUTIES

May fill in for higher-level or lower-level personnel during short term absences; may assist injured or sick students and contact parents or emergency assistance when necessary; participates in other related school activities; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

Secretary – Registrar/Records is distinguished from other Secretary positions in that the incumbents in this class are assigned to a school site and perform specialized clerical support functions related to registration, enrollment, and student cumulative and permanent record maintenance requiring familiarity with District and State enrollment laws, policies and procedures.

Secretary – Registrar/Records-Bilingual is distinguished from Secretary – Registrar/Records in that the incumbents in the former class require the ability to speak, read and write in a secondary language other than English.

MINIMUM QUALIFICATIONS**Experience and Education:**

Any combination equivalent to: graduation from high school and two years of increasingly responsible secretarial experience. Additional experience involving student, teenager and young adult contact, and school records management is desirable.

EMPLOYMENT STANDARDS**Knowledge of:**

Modern office procedures, practices and equipment;
Transcript evaluation and student enrollment procedures;
State and District laws, rules and regulations related to pupil enrollment, graduation, student records maintenance and confidentiality;
Record-keeping, report preparation, and filing techniques;
Oral and written communication skills, including telephone techniques and etiquette;
Correct English usage, grammar, spelling, punctuation and vocabulary;
Customer Service Techniques;
Interpersonal skills using tact, patience and courtesy;
Proficient computer skills in data entry and software;
Intermediate math.

Ability to:

Coordinate activities of the Registrar and/or Records Office at an assigned school site;
Perform and complete a wide variety of secretarial functions such as word processing, files, records and reports;

Learn software applications;
Organize, compile and evaluate data pertaining to student coursework, grades, test scores and enrollment;
Evaluate and interpret student transcripts;
Interpret, apply and explain provisions of federal, State and District regulations related to records, transcripts and reporting activities;
Establish and maintain student records and files;
Post, maintain and review records accurately;
Prepare general, statistical and special reports.
Type and input data at a net corrected speed of 45 words per minute;
Plan and organize work;
Work independently with little direction;
Meet schedules and time lines;
Understand and follow oral and written instructions;
Make arithmetic computations with speed and accuracy;
Work confidentially with discretion;
Complete work with many interruptions and in a timely manner;
Prioritize work, performing several tasks at one time and meet critical deadlines;
Communicate effectively both orally and in writing;
Provide customer service;
Meet and greet the public tactfully and courteously;
Establish and maintain cooperate and effective working relationships with others;
Operate a variety of office equipment including a computer terminal;
Answer telephones.

Other Traits:

Dependable, flexible, use of technology, communication, listening, teamwork, planning and organizing.

PHYSICAL DEMANDS

Employees in this classification, have direct contact with the public, students and District staff, stand, sit, walk, kneel, repeated bending, reach overhead and maintain balance; lift and carry 5 to 26 lbs; use fingers repetitively with repetitive twisting or pressure involving wrist or hands; use both hands simultaneously, speak clearly and hear normal voice conversation, see small details including depth and color; use a computer and a telephone.

WORK ENVIRONMENT

Employees in this classification, work inside, have direct contact with other District staff, students and administration, with exposure to minor contagious illnesses (colds, flu, etc) and severe contagious illnesses (tuberculosis, measles, mumps, chicken pox, hepatitis, etc); work independently with little supervision; in situations requiring a high degree of tact and diplomacy in possible negative situations (irate students or parents); with a high volume of work and stringent deadlines, with continuously changing priorities and interruptions.

Salary Range: CSEA-51

SECRETARY- REGISTRAR/RECORDS- BILINGUAL**DEFINITION:**

Under general supervision, perform various moderately complex clerical support and record-keeping duties related to pupil enrollment, graduation/promotion, and withdrawal of students in accordance with established policies and procedures; performs specialized functions related to student records management, transcripts analysis, and data input; provides oral and written translation and interpretation of materials from English to a designated second language; and performs other related work as required.

ESSENTIAL DUTIES:

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

CLERICAL SUPPORT

Performs a variety of secretarial responsibilities to relieve the administrator of clerical detail; assures smooth operations of a school office; may coordinate appointments and daily schedules for administrator; screens and/or takes messages for incoming telephone calls and directs to specific administrator; greets students, parents, and visitors to school office; issues passes to students as they request appointments and as administrators schedule students; prepares documentation (e.g. discipline packets, parent handbook, enrollment/registration information, etc.) for the purpose of providing written support, developing recommendations and/or conveying information; develops and revises office forms; performs record keeping, report generation and other clerical functions (e.g. rank lists, graduation programs, honors and awards programs, etc.) to support administrators and staff with assigned activities; monitors supplies and forms for the office, ordering when necessary.

REGISTRATION/ENROLLMENT/WITHDRAWAL FUNCTION:

Performs enrollment and withdrawal activities within the automated student information system for the purpose of documenting and/or providing reliable student information; creates and distributes enrollment information and registration packets; ensures new students have proper registration materials (e.g. Withdrawal papers from previous school, up to date immunizations, transcript from previous school, etc); issues student agenda with school policies, discusses bus and lunch information; enters, maintains, and updates student data (guardian, address, emergency contacts, telephone numbers, test data, course history, etc.) including new students, adds, drops and related data into student information system (Zangle); verifies residency and mails letters to warn of inconsistencies or requests additional information; schedules language testing for new students; provides appropriate enrollment information to counselors, health information to Health Services Technician, discipline information to administrator and Special Education records to appropriate case carrier as assigned by the position; advises administrators/counselors of students' eligibility to register, graduate and participate in extra curricular activities; oversees withdrawal process including updating transcripts with withdrawal grades; requests, receives, evaluates and interprets incoming student transcripts and transcribes credits to conform with District standards; audits hours or credits earned for comparable courses; secures approval of administrator; inputs information and data into computer; provides transcripts to other schools according to established procedures; records grades and coordinates the preparation of grade reports; calculates grade point averages; reconciles and corrects errors in student records and grade reports; assists administrators by preparing and participating in pre-registration, registration, enrollment and graduation activities.

RECORD KEEPING/DATA MANAGEMENT:

Types, files, requests, and sends cumulative student records to and from other schools according to established procedures; creates query statements to print various reports; conducts record searches including verifying birth dates, graduation dates, legal names and dates of attendance; receives, monitors, tracks, logs, maintains and reviews student cumulative, confidential, and/or drop files; organizes the storage of cumulative files for all students for several years as well as the storage of reports and other documentation of records as needed; sends student permanent records to district archives according to established time lines; uses both electronic and manual record keeping systems which allow for efficient collection, retention, and retrieval of information; compiles information for surveys and reports, immigration, employment and graduation verification; assures the accuracy of student classification data within the student information system (Zangle) by responding to system audits conducted by various District departments, such as Special Programs, Special Youth Services, and Information Systems.

COMMUNICATION/TRANSLATION/CUSTOMER SERVICE:

Communicates with various District departments and outside agencies to coordinate activities, exchange information, and resolve issues or concerns; interprets and explains policies and procedures related to assigned activities; communicates with parents and provides copies of students records as requested; assists parents with the proper completion of forms; prepares correspondence to various government, County, State and private agencies verifying student enrollment, attendance, and performance; prepares, interprets and/or evaluates student records for legal or court review, and for local, County, State and federal agencies; provides oral and basic written translation and interpretation of materials from English to a designated second language; translates a variety of meetings and conferences as needed.

MISCELLANEOUS:

Trains and supervises student aides as assigned; keeps attendance records each period and provides input to school official/administrator regarding grades for each quarter for student aides according to attendance, attitude, and job performance; operates a variety of office equipment including telephone, copier, fax, computer with assigned software and peripheral equipment; attends and participates in a variety of in-service trainings and meetings.

OTHER RELATED DUTIES

May fill in for higher-level or lower-level personnel during short term absences; may assist injured or sick students and contact parents or emergency assistance when necessary; participates in other related school activities; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

Secretary – Registrar/Records-Bilingual is distinguished from other Secretary positions in that the incumbents in this class are assigned to a school site and perform specialized clerical support functions related to registration, enrollment, and student cumulative and permanent record maintenance requiring familiarity with District and State enrollment laws, policies and procedures.

Secretary – Registrar/Records-Bilingual is distinguished from Secretary – Registrar/Records in that the incumbents in the former class require the ability to speak, read and write in a secondary language other than English.

MINIMUM QUALIFICATIONS**Experience and Education:**

Any combination equivalent to: graduation from high school and two years of increasingly responsible secretarial experience. Additional experience involving student, teenager and young adult contact, and school records management is desirable.

Special:

Positions in this classification are required to speak, read and write in a designated second language.

EMPLOYMENT STANDARDS**Knowledge of:**

Modern office procedures, practices and equipment;
Transcript evaluation and student enrollment procedures;
State and District laws, rules and regulations related to pupil enrollment, graduation, student records maintenance and confidentiality;
Record-keeping, report preparation, and filing techniques;
Telephone techniques and etiquette;
Correct oral and written usage of English and a designated second language;
Customer Service Techniques;

Knowledge of cont'd:

Interpersonal skills using tact, patience and courtesy;
Proficient computer skills in data entry and software;
Intermediate math.

Ability to:

Coordinate activities of the Registrar and/or Records Office at an assigned school site;
Perform and complete a wide variety of secretarial functions such as word processing, files, records and reports;
Learn software applications;
Organize, compile and evaluate data pertaining to student coursework, grades, test scores and enrollment;
Evaluate and interpret student transcripts;
Interpret, apply and explain provisions of federal, State and District regulations related to records, transcripts and reporting activities;
Establish and maintain student records and files;
Post, maintain and review records accurately;
Prepare general, statistical and special reports.
Type and input data at a net corrected speed of 45 words per minute;
Plan and organize work;
Work independently with little direction;
Meet schedules and time lines;
Understand and follow oral and written instructions;
Make arithmetic computations with speed and accuracy;
Work confidentially with discretion;
Complete work with many interruptions and in a timely manner;
Prioritize work, performing several tasks at one time and meet critical deadlines;
Communicate effectively both orally and in writing;
Read, write, translate and interpret English and a designated second language;
Provide customer service;
Meet and greet the public tactfully and courteously;
Establish and maintain cooperate and effective working relationships with others;
Operate a variety of office equipment including a computer terminal;
Answer telephones.

Other Traits:

Dependable, flexible, use of technology, communication, listening, teamwork, planning and organizing.

PHYSICAL DEMANDS

Employees in this classification, have direct contact with the public, students and District staff, stand, sit, walk, kneel, repeated bending, reach overhead and maintain balance; lift and carry 5 to 26 lbs; use fingers repetitively with repetitive twisting or pressure involving wrist or hands; use both hands simultaneously, speak clearly and hear normal voice conversation, see small details including depth and color; use a computer and a telephone.

WORK ENVIRONMENT

Employees in this classification, work inside, have direct contact with other District staff, students and administration, with exposure to minor contagious illnesses (colds, flu, etc) and severe contagious illnesses (tuberculosis, measles, mumps, chicken pox, hepatitis, etc); work independently with little supervision; in situations requiring a high degree of tact and diplomacy in possible negative situations (irate students or parents); with a high volume of work and stringent deadlines, with continuously changing priorities and interruptions.

Salary Range: CSEA-53

CLASS TITLE: SECRETARY**BASIC FUNCTION:**

Under the direction of an Assistant Principal or assigned supervisor, perform varied clerical and secretarial support duties involving frequent and responsible public contacts requiring an understanding of a process or functional area at a school site or assigned District office; greet and assist visitors; assist in assuring smooth and efficient office operations.

REPRESENTATIVE DUTIES:**Attendance Assignments:**

Perform a variety of duties related to attendance accounting and record-keeping at an assigned school site; provide for accurate reporting for daily attendance of students; distribute and collect daily attendance sheets; receive absence information from teachers and prepare initial verified daily master absence list. **E**

Process and verify student absence information from parents, teachers and others; issue admittance forms to students who are late or are returning after an absence; input reason for absence or late arrival into computerized system. **E**

Assist administrators in identifying and resolving problems of students with frequent absenteeism; type a variety of correspondence and reports related to student attendance or discipline including School Attendance Review Board reports, notifications to parents of trancies frequent or excessive absences and related matters, collect homework requests, initiate and complete student drops. **E**

Issue off-ground passes and admittance slips to students with a valid note from parents or guardians. **E**

School Office Assignments:

Perform varied clerical and secretarial support duties in support of an assigned Assistant Principal or assigned supervisor involving frequent and responsible public contacts requiring an understanding of a process or functional area at a school site; assist in assuring smooth and efficient office operations. **E**

Establish and maintain various records, logs and files for school office functions such as student counseling activities, testing, graduation; maintain and purge records, logs, inventories and various files. **E**

Inventory, order, receive, store and distribute office, classroom and school supplies, materials and equipment; follow-up with vendors concerning missing or incorrect orders; estimate and order graduation materials such as diplomas, caps and gowns, senior portraits and other related items. **E**

E* Essential Job Functions*Approved: 6/12/01****BOT Approved: 12/13/01****Revised: 9/23/04**

District Office Assignments: Perform varied clerical and secretarial support duties involving frequent and responsible public contacts and requiring an understanding of a process or functional area at an assigned District office. *E*

Sort and file materials according to established procedures; establish, maintain and purge departmental records, logs, inventories and various files. *E*

Attend and assist in the coordination of a variety of meetings and events related to assigned activities; maintain rosters, schedules, and activity calendars as assigned. *E*

Receive, sort and distribute departmental mail. *E*

Take, transcribe and distribute minutes of meetings as directed. *E*

Provide clerical assistance to other departments and secretarial staff as necessary.

Registrar Assignments: Type, file request and send cumulative student records to and from other schools according to established procedures; process requests for transcripts from outside of the District; create and maintain student cumulative files; input student grades and post report cards. *E*

Participate in student registration activities; assist parents with proper completion of forms; maintain related records and process paperwork; verify students live within District boundaries and. *E*

All assignments may include:

Compose correspondence independently or from oral instructions; type letters, reports, memoranda, contracts, legal documents, agendas, records, requisitions and other materials from straight copy, rough drafts or oral instructions, including materials of a confidential nature; proofread and verify accuracy of documents; prepare and distribute counselor calendars and schedules; generate requested student lists and reports. *E*

Initiate and receive telephone calls; screen and route calls; take and relay messages; explain school and District policies and procedures; provide technical information concerning policies and procedures of assigned program or office according to established guidelines; resolve issues as appropriate; receive, route and distribute mail. *E*

Communicate with administrators, District and school staff and outside organizations regarding office operations, activities, supplies, policies and procedures and student information. *E*

Input a wide variety of information into computerized database and generate a variety of reports and lists; assure the timely distribution and receipt of a variety of records and reports; request or provide information as necessary to assure completeness and accuracy; maintain rosters, schedules and activity calendars as assigned. *E*

Inventory, order, receive, store and distribute office supplies, materials and equipment; communicate

with vendors to obtain price quotes; follow-up with vendors concerning missing or incorrect orders.
E

Provide assistance to students; respond to inquiries and provide information regarding course histories, grade point average, lost schedules and work permits; process work permits for students. *E*

Operate a variety of office equipment including a copier, fax machine, calculator, typewriter and a computer and assigned software; arrange for repairs of equipment as directed. *E*

Assist teachers and staff with preparing materials; duplicate, collate, staple, bind and laminate various materials; distribute materials as assigned.

Assist in training and providing work direction and guidance to clerical staff and student aides as assigned; prepare time sheets or assist with recording and computing employee time sheets as assigned.

Attend a variety of in-service trainings and meetings

Perform related duties as assigned.

Alternative/Adult Education assignments may encompass elements from all areas above and those typically assigned to Attendance/Health Technicians on traditional school sites.

*School Offices are expected to work as a team. Clerical/secretarial personnel may be asked to perform duties typically assigned to other classifications during the first weeks of school and in the absence of others.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Record-keeping and filing techniques.

Telephone techniques and etiquette.

Report preparation techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Applicable laws, codes, rules and regulations related to assigned activities.

Oral and written communication skills.

District organization, operations, policies and objectives.

Proper methods of storing equipment, materials and supplies.

Basic math.

Basic budgeting practices regarding monitoring and control.

ABILITY TO:

Perform varied clerical and secretarial support duties.

Approved 6/12/01

Revised 9/23/04

Communicate effectively with students, parents, staff and administration.
Interpret and explain applicable laws, codes, rules, regulations, policies and procedures.
Answer telephones and greet the public courteously.
Maintain records and files.
Compile, assemble, verify and prepare data for records and reports.
Understand and follow oral and written instructions.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Type at 45 words per minute from clear copy.
Determine appropriate action within clearly defined guidelines.
Compose correspondence and written materials independently.
Receive, sort and distribute mail.
Understand and work within scope of authority.
Add, subtract, multiply and divide quickly and accurately.
Operate a variety of office equipment including a computer and assigned software.
Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of clerical or secretarial experience involving public contact.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to file materials.

ANAHEIM UNION HIGH SCHOOL DISTRICT

CLASS TITLE: SECRETARY/BILINGUAL**BASIC FUNCTION:**

Under the direction of an Assistant Principal or assigned supervisor, perform varied clerical and secretarial support duties involving frequent and responsible public contacts requiring an understanding of a process or functional area at a school site or assigned District office; greet and assist visitors; assist in assuring smooth and efficient office operations provide oral and written translation and interpretation of materials from English to a designated second language.

REPRESENTATIVE DUTIES:**Attendance Assignments:**

Perform a variety of duties related to attendance accounting and record-keeping at an assigned school site; provide for accurate reporting for daily attendance of students; distribute and collect daily attendance sheets; receive absence information from teachers and prepare initial verified daily master absence list. *E*

Process and verify student absence information from parents, teachers and others; issue admittance forms to students who are late or are returning after an absence; input reason for absence or late arrival into computerized system. *E*

Assist administrators in identifying and resolving problems of students with frequent absenteeism; type a variety of correspondence and reports related to student attendance or discipline including School Attendance Review Board reports, notifications to parents of truancies frequent or excessive absences and related matters, collect homework requests, initiate and complete student drops. *E*

Issue off-ground passes and admittance slips to students with a valid note from parents or guardians. *E*

School Office Assignments:

Perform varied clerical and secretarial support duties in support of an assigned Assistant Principal or assigned supervisor involving frequent and responsible public contacts requiring an understanding of a process or functional area at a school site; assist in assuring smooth and efficient office operations. *E*

Establish and maintain various records, logs and files for school office functions such as student counseling activities, testing, graduation; maintain and purge records, logs, inventories and various files. *E*

Inventory, order, receive, store and distribute office, classroom and school supplies, materials and equipment; follow-up with vendors concerning missing or incorrect orders; estimate and order

E* Essential Job Functions*Approved 6/12/01****BOT Approved: 12/13/01****Revised 2/12/02, 9/23/04**

graduation materials such as diplomas, caps and gowns, senior portraits and other related items. *E*

District Office Assignments: Perform varied clerical and secretarial support duties involving frequent and responsible public contacts and requiring an understanding of a process or functional area at an assigned District office. *E*

Sort and file materials according to established procedures; establish, maintain and purge departmental records, logs, inventories and various files. *E*

Attend and assist in the coordination of a variety of meetings and events related to assigned activities; maintain rosters, schedules and activity calendars as assigned. *E*

Take, transcribe and distribute minutes of meetings as directed.

Provide clerical and translation assistance to other departments and secretarial staff as necessary.

Registrar Assignments: Type, file request and send cumulative student records to and from other schools according to established procedures; process requests for transcripts from outside of the District; create and maintain student cumulative files; input student grades and post report cards. *E*

Participate in student registration activities; assist parents with proper completion of forms; maintain related records and process paperwork; verify students live within District boundaries. *E*

All assignments may include:

Compose correspondence independently or from oral instructions; type letters, reports, memoranda, contracts, records, requisitions and other materials from straight copy, rough drafts or oral instructions; proofread and verify accuracy of documents; prepare and distribute counselor calendars and schedules; generate requested student lists and reports. *E*

Initiate and receive telephone calls; screen and route calls; take and relay messages; explain school and District policies and procedures; resolve issues as appropriate; receive, route and distribute mail. *E*

Provide oral and written translation and interpretation of materials from English to a designated second language; translate a variety of meetings and conferences as needed. *E*

Inventory, order, receive, store and distribute office supplies, materials and equipment; communicate with vendors to obtain price quotes; follow-up with vendors concerning missing or incorrect orders. *E*

Communicate with administrators, District and school staff and outside organizations regarding office operations, activities, supplies, policies and procedures and student information. *E*

Input a wide variety of information into computerized database and generate a variety of reports and lists; assure the timely distribution and receipt of a variety of records and reports; request or provide information as necessary to assure completeness and accuracy; maintain rosters, schedules and

activity calendars as assigned. *E*

Provide assistance to students; respond to inquiries and provide information regarding course histories, grade point average, lost schedules and work permits; process work permits for students. *E*

Operate a variety of office equipment including a copier, fax machine, calculator, typewriter and a computer and assigned software; arrange for repairs of equipment as directed. *E*

Assist teachers and staff with preparing materials; duplicate, collate, staple, bind and laminate various materials; distribute materials as assigned.

Assist in training and providing work direction and guidance to clerical staff and student aides as assigned. Prepare time sheets or assist with recording and computing employee time sheets as assigned.

Attend a variety of in-service trainings and meetings

Perform related duties as assigned.

Alternative/Adult Education assignments may encompass elements from all areas above and those typically assigned to Attendance/Health Technicians on traditional school sites..

*School Offices are expected to work as a team. Clerical/secretarial personnel may be asked to perform duties typically assigned to other classifications during the first weeks of school and in the absence of others.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Correct oral and written usage of English and a designated second language.

Operation of a computer and assigned software.

Record-keeping and filing techniques.

Telephone techniques and etiquette.

Report preparation techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Applicable laws, codes, rules and regulations related to assigned activities.

Oral and written communication skills.

District organization, operations, policies and objectives.

Proper methods of storing equipment, materials and supplies.

Basic math.

Basic budgeting practices regarding monitoring and control.

ABILITY TO:

Perform varied clerical and secretarial support duties.
Utilize correct oral and written usage of English and a designated second language.
Read, write, translate and interpret English and a designated second language.
Communicate effectively with students, parents, staff and administration.
Interpret and explain applicable laws, codes, rules, regulations, policies and procedures.
Answer telephones and greet the public courteously.
Maintain records and files.
Compile, assemble, verify and prepare data for records and reports.
Plan and organize work.
Understand and follow oral and written instructions.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Type at 45 words per minute from clear copy.
Determine appropriate action within clearly defined guidelines.
Compose correspondence and written materials independently.
Receive, sort and distribute mail.
Understand and work within scope of authority.
Add, subtract, multiply and divide quickly and accurately.
Operate a variety of office equipment including a computer and assigned software.
Work independently with little direction.
Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of clerical or secretarial experience involving public contact.

LICENSES AND OTHER REQUIREMENTS:

Positions in this classification are required to speak, read and write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to file materials.