

# FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

## BOARD POLICY

### CLASSIFIED PERSONNEL

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JD 4200.1

#### SECRETARY III

##### **Definition**

Under direction, to perform difficult and varied stenography and typing requiring independent judgment and discretion; to use a dictaphone; to serve as an aide to a District administrator by performing administrative and technical duties; to assist in coordinating a broad range of functions and programs throughout the District; and to do related work as required.

##### **Responsible to**

Dependent upon assignment

##### **Examples of Duties**

1. Organizes and expedites the flow of work through a major District division responsible for a large number of major programs.
2. Performs technical duties, which require special training and experience in order to apply legal and policy regulations to specific situations.
3. Independently answers inquiries and supplies information on a wide range of technical and program matters for administrators, teachers, staff and the public.
4. Receives complaints and takes appropriate steps to see that they are adjusted.
5. Composes routine memos and correspondence independently or from brief verbal instructions or notes.
6. Screens incoming memos and correspondence routed to supervisor.
7. Reviews outgoing correspondence for consistency with operational procedures as well as for format, grammatical construction and punctuation.
8. Types a variety of reports and forms requiring considerable interpretative judgment.
9. Transcribes taped dictation for letters, memos and reports.
10. Attends meetings and conferences and may act as recorder, preparing reports of actions taken and assignments made.

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11. Monitors budgets related to specialized departments.
12. Completes various state and federal reports.
13. Establishes and maintains numerical, alphabetical and subject matter files which may contain sensitive and confidential material.
14. Gathers and prepares information for a variety of local, state and federal reports.
15. Prepares material for Governing Board agenda.
16. Plans, develops and maintains complete file and record systems.
17. May assign and supervise the work of others.
18. Performs other duties as may be assigned.

#### **Qualifications Guide**

##### **Knowledge of:**

1. Correct English usage, spelling, grammar, punctuation and composition.
2. Laws, policies and regulations of the Education Code and District pertaining to assigned area.
3. Modern office methods, practices, procedures and equipment, including computer usage, receptionist and telephone techniques, letter and report writing and proofreading.
4. Principles of public administration, supervision, training and public relations.
5. General purposes and goals of public education.

##### **Ability to:**

1. Perform a variety of complex clerical and secretarial work involving use of independent judgement and requiring accuracy and speed.
2. Proficiently operate standard office equipment, including computer terminal.

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3. Set up and maintain complex filing system.
4. Supervise and participate in the preparation of complex reports.
5. Perform in situations requiring specialized knowledge, using tact and good judgement.
6. Read, understand and explain technical policies and material.
7. Plan and supervise the work of others.
8. Understand, carry out and give oral and written instructions.
9. Communicate effectively with a variety of individuals and groups both orally and in writing.
10. Maintain cooperative-working relationships with those contacted in the course of work.
11. Use good judgement in recognizing scope of authority.
12. Type at a net corrected speed of 55 words per minute.
13. Transcribe taped dictation.

#### **Training and Experience**

Three years of responsible office experience; supplemented by additional training, in office organization and secretarial skills, preferably including experience in a school district; equivalent to the completion of the twelfth grade, supplemented by or including courses in typing, office practices and office management; 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 and the ability to qualify for District vehicle insurance coverage.

Job Description Adopted: May 1981  
Job Description Revised: June 18, 1990