

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

JD 4200.1

SECRETARY III

Definition

Under direction, to perform difficult and varied clerical work requiring independent judgment and discretion; 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; to monitor budget of a specialized department; and to do job 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 provides information on a wide range of technical and program matters for administrators, teachers, staff and the public.
4. Receives complaints and communicates with supervisor as necessary.
5. Composes correspondence independently or from brief verbal instructions or notes.
6. Screens incoming correspondence routed to supervisor.
7. Reviews outgoing correspondence for consistency with operational procedures as well as for format, grammatical construction and punctuation.
8. Prepares a variety of reports and forms requiring considerable interpretative judgment.
9. Attends meetings and conferences and may act as recorder, preparing reports of actions taken and assignments made.
10. May maintain all department inventory and warehouse records, including receiving and filling orders for distribution to sites
11. Tracks financial data and budget information for department administrator
12. Use of computer software and database systems.
13. Gathers and prepares information for a variety of local, state and federal reports.
14. Prepares material for Governing Board agenda.

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15. Plans, develops and maintains complete file and record systems including maintaining confidentiality as needed.
16. May assign and supervise the work of others.
17. Performs other job-related duties as 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 current computer software, proper phone etiquette, letter, 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. Pass district competency exam.
2. Perform a variety of complex clerical and secretarial work involving use of independent judgement and requiring accuracy and speed.
3. Proficiently operate standard office equipment.
4. Set up and maintain complex filing system.
5. Supervise and participate in the preparation of complex reports.
6. Perform in situations requiring specialized knowledge, using tact and good judgement.
7. Read, understand and explain technical policies and material.
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 45 words per minute.

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 computer software, office practices and management; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

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Working Conditions

Environment

1. Office environment
2. Constant interruptions

Physical Demands

1. Some lifting, carrying, pushing and/or pulling.
2. Some stooping, kneeling and crouching.
3. Sitting for extended periods of time viewing a screen

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
Job Description Revised: January 10, 2022