

BRENTWOOD UNION SCHOOL DISTRICT

Job Title: District Secretary I
Reports to: District Administrator

This is a 12 month position and is part of the Classified bargaining unit.

Primary Functions: Under general direction, serve as assistant to a district level administrator; perform administrative and clerical functions of a complex and responsible nature requiring a thorough knowledge of the procedures and policies of the District; provide clerical support to other district administrators as assigned and perform related duties as required.

Performance Responsibilities

- Independently perform a variety of clerical duties, (i.e., typing, proofreading, filing, checking and recording information).
- Attend to needs of staff, students and the general public, giving information.
- Compile, prepare, check, review and maintain documents and reports (i.e. spreadsheets, databases, etc.) for accuracy, completion and conformity with established procedures.
- Receive, sort and distribute incoming and outgoing mail, books, and supplies
- Schedule appointments and prepare for meetings
- Compose documents and correspondence with little direction.
- Coordinate workshop/seminar reservations and any travel arrangements necessary
- Prepare appropriate documents for purposes of payroll, purchasing, accounting, attendance, etc. for approval by administrator and submission to appropriate department in a timely manner.
- Train and supervise student help, volunteer and temporary personnel who may be assigned to the department.
- Perform all other duties as assigned

Desirable Qualifications

Knowledge of: The functions and clerical operations of an administrative office; office practices and equipment, including use of advanced computer applications, filing systems, receptionist and telephone techniques, letter and report writing, and proofreading; English usage, spelling, grammar and punctuation.

Abilities:

Understand and follow oral and written directions; develop and maintain recordkeeping systems; operate various types of office equipment; communicate effectively both in oral and written form; complete assignments independently; perform routine clerical tasks; maintain confidentiality and security of sensitive information; handle telephone contact in a pleasing and dignified manner; establish and maintain cooperative and effective working relations with children and adults; type at a speed of 40 WPM.

ADA Requirement: Must have the ability to sit, stand, walk, talk, see, hear, frequently lift objects weighing approximately 10 lbs. (paperwork, files, etc.), push, pull, reach, twist, drag, and grasp objects.

Experience:

One year clerical office experience preferred.

Education:

Equivalent to the completion of twelfth grade. Must be able to pass standard proficiency test of basic knowledge. May be required to pass skills related test.

Valid California Drivers License required.