



**POSITION:** **Substitute Secretary**

**SALARY RANGE:** **Range 25 on the Classified Salary Schedule**

**WORK YEAR:** **Hourly/ 8 Hours per day**

**DEADLINE:** **Until Filled**

**QUALIFICATIONS:**

**Education, Experience & Training:**

- A.A. degree or equivalent required;
- Four years of progressively responsible clerical experience with at least two years in a responsible secretarial capacity, preferably in a school district;
- Keyboard at a minimum rate of 50 words per minute from ordinary transcript or printed material;
- Current history of employer evaluations with satisfactory marks in all areas;
- Successful experience demonstrating tact, courtesy, positive attitude and maintaining cooperative relationships with those contacted during the course of work.

**RESPONSIBILITIES:**

Under direction, to serve as secretary to an administrative official usually at the coordinator level, relieving him/her of clerical and routine administrative details; to perform work of above-average difficulty requiring a high level of initiative, judgment, and organizational ability.

**Specific Duties Include:**

- Compose correspondence and memos from brief verbal instructions or notes;
- May take dictation that includes a substantial amount of technical terminology exercising judgment in taking verbatim minutes;
- Conduct continuing correspondence or telephone communications independently on procedural or informational matters without review by supervisor;
- Work with the public answering questions involving and understanding of policies, procedures and regulations;
- Act as receptionist, making appointments, arranging group meetings, and transmitting confidential or controversial information;
- Manage many of the details of the office including making decisions based on established policy and procedure;
- Compile reports from a wide variety of sources, and transmit to other offices or agencies;
- Type/keyboard difficult financial and statistical reports, budgets, contracts, etc.;
- Keep detailed and accurate record of budget expenditures involving a variety of departmental budgets and produces periodic summary statements of individual accounts;
- Converse with and furnish information to principals, consultants, coordinators, directors, assistant superintendents, and other personnel throughout the district at all levels and with the public in general;
- Maintain security of confidential information.

**Essential Skills Include the Ability to:**

- \* Learn and interpret specific rules, laws and policies and apply them with good judgment while independently carrying out a variety of technical procedures;
- \* Take responsibility and use tact and good judgment in fulfilling responsibilities;
- \* Demonstrate skill on a variety of computer applications, including word processing, database, and spreadsheet ;
- \* Compose correspondence independently;
- \* Perform responsible and difficult clerical work with accuracy, speed, and a minimum of supervision;
- \* Analyze situations accurately and adopt an effective course of action;
- \* Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness;
- \* Keyboard at a speed of not less than 55 words per minute;
- \* Take dictation at speed of not less than 100 words a minute and transcribe it accurately;

- \* Maintain cooperative relationships with those contacted during the course of work.

**This Position Requires Thorough Knowledge of:**

- \* School district policy, rules and regulations;
- \* Office management practices, including filing systems, receptionist and telephone techniques, and operation of modern office equipment;
- \* Functions, organization, and key personnel of the school district;
- \* State and Federal laws governing public education;
- \* Microsoft Word and Excel;
- \* English usage, spelling, grammar and punctuation.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is frequently required to sit and occasionally required stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**PAUSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable federal, state and local laws.**