

**CORONA NORCO UNIFIED SCHOOL DISTRICT****CLASS TITLE: SECRETARY I****BASIC FUNCTION:**

Under the direction of an administrator, perform varied and responsible administrative support duties to relieve the administrator at an assigned department or division of administrative and office detail; convey information District functions and procedures; coordinate flow of communications and assist the Administrator in the efficient operation of the department.

**DISTINGUISHING CHARACTERISTICS:**

The Secretary I classification is assigned to the administrator at the District Office and/or department.

**REPRESENTATIVE DUTIES:**

- Coordinate a variety of office activities and communications to relieve the administrator of routine administrative detail; prepare and accurately maintain a variety of reports, records, and files.
- Serves as secretary to the administrator and/or department; receive and screen phone calls and visitors to the department; provide information and direct phone calls and visitors to the proper office; take and transcribe messages.
- Type and compose correspondence independently from rough drafts or verbal instructions; type reports, memoranda, records, lists, orders, documents, statistical data, and other written materials; assist in making revisions as necessary.
- Administer the certificated and classified payroll for the department including the completion and submission of time sheets to the administrator and District Office; maintain accurate attendance and personnel records according to established procedures and time lines.
- Assist substitutes; prepare time sheets and release or retain substitutes at the end of the day.
- Attend meetings and take minutes as directed; prepare agenda and back up materials, compile data, type and distribute minutes and various documents.
- Perform research for administrator; collect and compile information; edit communications and arrange for distribution.
- Schedule appointments and maintain appointment calendar; schedule and arrange meetings and conferences.
- Operate a variety of office equipment.
- Assist in ongoing budget details; requisition supplies and maintain inventory.
- Receive, screen and route, and file mail and communications as appropriate; issue, monitor, and maintain keys for the assigned department.
- Receive and account for monies collected; maintain financial records and billings.
- Provide assistance to department administration for the purpose of ensuring compliance with financial, legal, and/or administrative requirements.

**OTHER DUTIES**

Perform related duties as assigned.

**KNOWLEDGE/ABILITIES:**

Modern office practices, procedures and equipment.  
Functions and clerical operations of an administrative office.  
Telephone techniques and etiquette.  
Accurate record-keeping and filing techniques.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Interpersonal skills using tact, patience and courtesy.  
Operate a variety of office equipment including a computer and assigned software.  
Understand and follow oral and written directions.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Complete work with many interruptions.  
Work in a fast paced, high volume environment with frequent interruptions.  
Policies and objectives of assigned program and activities.  
District policies, regulations and procedures.  
Prioritize, schedule and meet timelines.  
Budgeting practices regarding monitoring and tracking.  
Professional letter and report writing, editing and proofreading.  
Organize complex material and summarize discussions and actions taken in report form.  
Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.  
Compose effective correspondence independently.  
Accurately perform arithmetic computations and measurements.  
Maintain a variety of complex and confidential files and records.  
Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

High School Diploma or equivalent and three (3) years of responsible general office experience.

College-level courses and secretarial experience may substitute for each other on a year-for-year basis, for a maximum of two (2) years.

**LICENSES AND OTHER REQUIREMENTS:**

TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hear and speak to exchange information in person and on the telephone.  
Sit or stand for extended periods of time.  
See to read a variety of materials.  
Bend at the waist, kneel or crouch to file materials.  
Reach overhead, above the shoulders and horizontally.  
Lift and carry light objects weighing up to 10 pounds.  
Push and pull objects up to 35 pounds.