MARTINEZ UNIFIED SCHOOL DISTRICT
Classified Job Description

SECRETARY

Definition
Under general supervision, to serve as an aide to assigned administrators; to perform complex secretarial and difficult clerical work, which includes registration and/or attendance; and to do related work as required.

Example of Duties
- Serve as an aide to assigned administrators;
- Perform a variety of difficult clerical work, including typing, proofreading, filing, checking and recording information; schedules appointments and serves as office assistant to assigned administrators;
- Maintain complex records;
- Responsible for various functions involved in the efficient registration of students;
- Maintain student records and transcripts;
- Maintain student attendance records and prepares enrollment reports;
- Prepare, submit and edit information pertaining to data processing;
- Compose and answer routine letters and work from marginal notes and instructions;
- Answer questions concerning activities, reports, tests and cards;
- Screen phone calls and visitors;
- Respond to and initiates inquiries;
- Prepare financial reports;
- Type statistical reports and complex schedules;
- Operate a variety of office machines;
- Supervise student workers or other clerical staff;
- May work in a variety of locations;
- Take and transcribe dictation;
- Operate word processor and computer to produce various attendance and state reports, class lists, schedules and various other reports; and
- Responsible for electronic reading and tabulation of various reports.

Desirable Qualifications

Knowledge of:
- Correct English usage, spelling, grammar, punctuation, and composition;
- Standard office organization, procedures and practices;
- Filing systems and record keeping;
- Laws and regulations of the Education Code and District pertaining to the registration of students and/or attendance;
- Methods used in preparing reports on computer;
- Concepts of word processing.

Ability to:
- Perform a variety of difficult clerical work involving use of independent judgment and requiring accuracy and speed;
- Operate standard office equipment;
- Make complex arithmetical calculations with accuracy and speed;
- Post, check records, file and alphabetize rapidly and accurately;
- Read, understand and explain technical policies and material;
- Work efficiently under pressure with constant interruptions;
- Coordinate the work of other clerical workers;
- Understand, carry out and give oral and written directions;
- Maintain cooperative working relationships with those contacted in the course of work;
- Type at a net corrected speed of 45 words per minute;
- Take dictation at a speed of 80 words per minute;

Experience
Three years of responsible office experience, preferably in a school setting.

Education
Equivalent to the completion of the twelfth grade, including or supplemented by courses in office practice.
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