

MESA UNION SCHOOL DISTRICT

CLASS TITLE: DEPARTMENT SECRETARY

BASIC FUNCTION:

Under the direction of an assigned supervisor, organize, coordinate, and oversee the office activities of the department; perform responsible and varied clerical and secretarial and administrative duties. Establish priorities and organize workflow and provide accurate, relevant, and responsive information externally and internally.

DISTINGUISHING CHARACTERISTICS:

The Department Secretary coordinates and oversees the day-to-day operation of an assigned district department. This position may also function as a receptionist for the district and as such is responsible for public relations and communications.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plans, organizes, coordinates, and oversees assigned district department activities and communication ; performs responsible clerical and secretarial duties to relieve the department of administrative detail; establishes priorities and assures the timely and procedurally correct completion of administrative support, secretarial and clerical assignments, assists with special projects as needed, Schedules meetings and conferences; may serve as receptionist for the District and as such presents an effective first contact with the public; prepares a wide variety of materials for distribution including correspondence, reports, requisitions, memoranda, coordinates and facilitates communications; interprets, applies, and explains District policies, rules and regulations relating to the specific department; orders office supplies, receives supplies; establishes and maintains files; complies statistical data for report generation; maintains records; operates technology necessary to complete the tasks of assignment; performs other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of: Office management techniques, modern office methods, practices and equipment; oral and written communications; correct English usage, grammar, spelling, punctuation, vocabulary, and composition; first aid procedures; record keeping methods; word processing, spreadsheet and database usage; proper phone etiquette; public relations skills; interpersonal skills including tack, courtesy, and patience.

Ability to: Plan, organize, coordinate, and oversee day-to-day department activities in assigned department; perform responsible secretarial and clerical duties; establish and revise priorities as needed to accomplish clerical assignments; work independently; make decision with the guidelines to the department; meet schedules and time lines; learn, apply, and explain rules regulations, and policies; plan and organize work; work effectively with other employees and the community; train and provide work direction to others as required from time to time; compile and maintain accurate

[Type text]

records and reports; develop and implement new computer applications involving technology as needed;

Education and Experience: any combination equivalent to graduation from high school and one (1) year of responsible secretarial or office management experience. Experience in a public school setting is highly desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Demanding timelines
Constant interruptions

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information in person and on the telephone.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to file materials.