Sacramento County Office of Education Job Description
Classification Title: School Secretary

**DEFINITION**
Under direction, performs a variety of clerical, secretarial, and other minor administrative functions required for the operation of school sites and other instructional programs; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS**
The School Secretary class is distinguished from the Staff Secretary class by having assignments which are associated with the operation of a school or instructional program. Further difference includes maintenance of confidential student records and more direct contact with students, parents/guardians, and instructional staff at a school site.

**DIRECTLY RESPONSIBLE TO**
Appropriate department or unit administrator; may receive assignments from senior support personnel as required.

**SUPERVISION OVER**
None; however, the School Secretary may assign work and provide technical direction to students and other support staff.

**DUTIES AND RESPONSIBILITIES**
(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

**Recordkeeping/Database Management**
Responsible for implementing and maintaining all office and school recordkeeping systems; maintains a comprehensive web-based student database; develops and tracks records and reports related to incidents, accidents, Medi-Cal billing, average daily attendance, and test scores; uses both computer and manual filing systems which allow for efficient collection, retention, and retrieval of information; completes forms which include purchase orders, online supply orders, conference/travel claims, mileage claims, timesheets, evaluation forms, enrollment cards, rosters and other related forms; creates and maintains student files; maintains records for teacher and school budgets, student body funds, attendance, and other related records as needed.

**Document Preparation**
Prepares, creates, and composes letters, reports, bulletins, and other documents for the school or instructional programs; answers routine correspondence for the administrator; prepares documents from rough draft, notes, recordings, or oral instructions; submits print requests; prepares reports from confidential records; operates computer and standard office equipment; may provide technical support to staff.

**Communication/Customer Service**
Acts as liaison between the school site and the general public by researching and conveying information concerning rules, regulations, policies, and laws; greets and directs visitors; addresses standard inquiries by letter, phone, e-mail, fax or personal contact; maintains internal communication system insuring instructional, probation, and support personnel are kept informed of needed information; coordinates the transfer of information between site/program and outside agencies and districts; interacts with and assists students when necessary; assists students and parents/guardians by explaining and enforcing school site requirements; communicates as necessary with supervisor; maintains confidentiality of records. Receives training and administers minor first aid.

**Site / Program Support**
Ensures that appropriate calendars of activities are maintained for the school including establishment of schedules for parent conferences, Individualized Education Program (IEP) meetings, school visitors, and
other meetings; assists in the process of registering new students; coordinates and schedules transportation for students and staff; generates daily substitute list; may assist in arranging and scheduling substitute and temporary employees for the school; greets substitutes and assists with directions and questions; assists administrator and other staff in planning and preparing for staff meetings, inservices, conferences, and workshops; assists in the development of office procedures; insures appropriate security and safety methods are employed within the office; orders supplies and equipment for school/program insuring adequate levels are maintained.

**MINIMUM QUALIFICATIONS**

**Education**
Sufficient formal and/or informal training to provide the ability to read and write at a level consistent with the requirements of the position.

**Training and Experience**
Any combination of training and/or experience which demonstrates ability to perform the duties as described; a typical qualifying background would include work experience in an office environment involving public contact; experience working at a school site is desirable.

**Knowledge of:**
Standard clerical procedures and office operations, English grammar, punctuation, and spelling; business formatting of documents; basic research techniques; standard software applications; budget and accounting principles; standard types of office filing systems; proper telephone etiquette.

**Skill and Ability to:**
Operate standard office equipment; accurately prepare, create, edit, and design memos, reports, letters, and other documents; maintain complex databases and management information systems; learn new software applications; communicate effectively in oral and written form; proofread material and make necessary corrections; utilize time management techniques to organize and prioritize work; read, interpret, and apply rules, laws, and procedures; follow instructions; work independently; maintain confidentiality of student and program information; work cooperatively and effectively with students, parents/guardians, administrators, and the general public.

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