



JOB DESCRIPTION
TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



Secretary to Director of State and Federal Projects

Revised 7/11

DEFINITION

Under the supervision of the Director of State and Federal Projects, complex clerical and routine administrative work; and other related work as required.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

- Provide confidential services to the office of the State and Federal Projects department. E
- Attend to administrative details on special matters assigned by the Director. E
- Compose correspondence on own initiative on matters not requiring personal responses by the Director. E
- Distribute mail, type reports, memorandums, and other documents. E
- Compile and write reports in accordance with written or oral instructions. E
- Maintains special confidential correspondence and administrative files. E
- Primary responsibility for maintaining accurate records of expenditures for State and Federal Projects and writes reports as assigned. E
- Direct and assist with district and site testing from disbursement of materials to collecting materials, to forwarding materials, and to mailing information to the different stakeholders including the parents. E
- Occasionally order material and equipment for teachers, make conference arrangements, handle all agendas and minutes for various committees and workshops. E
- Prepare a variety of forms for teachers and students for testing, surveys, etc. E
- Position also requires supervisory ability for support staff as may be necessary. E
- Handle expulsion process and prepare and arrange for every step of the process. E
- Handle free and reduced lunch application process and assists sites as necessary in gathering the applications and determining eligibility; train and assist new employees at sites in charge of the free and reduced program application process. E
- Write and assist with State and Federal program application process including completing forms and gathering data. E
- Assist and provide support for the receptionist area including answering phones and assisting in the main lobby to provide coverage as necessary. E
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education

High School Diploma or equivalent
Some college coursework desired

Experience

Three years of progressively responsible secretarial experience desired

Licenses and Other Requirements

DOJ and FBI fingerprint clearance
Negative TB test within the last four years
Type 40 words per minute with speed and accuracy

KNOWLEDGE AND ABILITIES

Knowledge of

- Modern office methods of filing and clerical procedures.
- Acceptable telephone etiquette.
- Computer entry, storage, and retrieval functions.

- Policies and procedures for receiving, completing, and filing documents in compliance with local, state, and federal regulations.
- Record keeping techniques.
- Reading and English communication skills.
- Basic computer skills with applications such as MS Word, MS Excel etc.
- Knowledge of general office procedures and office machines (computer, fax, and copier).
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- District policies, rules and regulations.

Ability to

1. Compose letters in acceptable style with minimum assistance.
2. Maintain a calendar of the supervisor's appointments.
3. Maintain an adequate filing system and be able to retrieve data quickly.
4. Take notes and records of meetings, conferences, etc.
5. Be punctual and regular in attendance.
6. Maintain confidentiality in matters regarding employees and/or students.
7. Learn specific rules, regulations, laws, and policies quickly and apply them with good judgment in a variety of procedural matters without immediate supervision.
8. Use good judgment while recognizing the scope of authority.
9. Perform clerical duties including proofreading for correct spelling and proper English grammar usage.
10. Meet students, parents, staff, and the public tactfully and courteously
11. Work harmoniously with fellow employees.
12. Operate computer and printer and other office machines with advanced skills in the operation including word processing and data base software.
13. Compile and maintain accurate and complete records and reports.
14. Understand and follow oral and written instructions.
15. Answer questions by telephone, in person, and e-mail in a respectful manner.
16. Organize tasks and complete with efficient use of time.
17. Create correspondence databases, spread sheets, and various publications.
18. Maintain cooperative relationships with coworkers and the general public.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

- Indoor office environment subject to frequent interruptions.

Physical Demands

- Pushing, moving, and lifting objects with a strength factor of light work.
- Dexterity of hands and fingers to operate a variety of standard office equipment.
- Clarity of vision at varying distances.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Sitting and standing for extended periods of time.
- Lifting of objects with a strength factor of light work.
- Frequent sitting, standing, and walking.
- Reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies.
- Occasional bending, reaching, and stretching.
- Occasional pushing, pulling, and dragging.
- Occasional kneeling, crouching, and squatting.