

**RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT  
JOB DESCRIPTION**

---

**JOB TITLE: SECRETARY I**

**DEPARTMENT: STUDENT SERVICES**

**REPORTS TO: ADMINISTRATIVE ASSISTANT/RBHS OFFICE MANAGER**

---

**DEFINITION:**

Under supervision of the site administrator/program manager, performs a wide variety of clerical and secretarial functions and general duties.

**EXAMPLES OF DUTIES:**

Performs a wide variety of secretarial and clerical duties. Essential duties and responsibilities include the following:

- Serves as secretary taking and transcribing dictation and notes regarding varied correspondence, memoranda, reports, or other related materials.
- May independently compose and type routine memoranda, reports, and related material.
- Composes and types routine memoranda and correspondence from brief verbal or written instructions that may deal with privileged or sensitive information and data.
- May take summary notes of meetings and conferences, and transcribe them into meeting report form.
- Establishes and maintains numerical, alphabetical, and subject matter files.
- Acts as a receptionist arranging appointments and meetings.
- Answers the telephone and initiates outgoing calls.
- Assists office visitors by making telephone inquiries, by answering questions pertaining to routine policies, regulations, and operational procedures, or by referring those making inquiries to appropriate offices.
- Compiles information and prepares reports as required.
- Reviews records, reports, and data for accuracy, completeness, and compliance with predetermined and standardized procedures.
- May prepare input data for a computerized record management, storage, and retrieval system, and utilize the output reports in the operational functions of the office to which assigned.
- Assists supervisor by following up on administrative or clerical detail, which may include contact with members of the educational community.
- Operates a variety of standard office equipment, including dictation transcription equipment, and computers.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**KNOWLEDGE OF:**

- Modern office methods and equipment, including computer technology.
- English, grammar, spelling and punctuation.

Updated 7/1/00

- Receptionist and telephone techniques.

**ABILITY TO:**

- Establish and maintain cooperative working relationships.
- Interpret and apply legal mandates, policies and regulations pertaining to a school operation.
- Perform secretarial and clerical functions of average to above average difficulty with speed and accuracy.
- Make arithmetical calculations with speed and accuracy.
- May require the ability to have an accurate keyboarding rate of 50 words per minute.
- Take summary notes and transcribe dictation accurately using transcription equipment.
- Establish and maintain an automated data management, storage, and retrieval system.
- Understand and carry out oral and written directions.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Required vision (which may be corrected) to read small print.
- Required mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work that is primarily sedentary.
- May be required to attend meetings and/or to travel within and out of District boundaries to attend meetings.
- May be required to work at a computer terminal for prolonged periods.
- Employee must frequently lift and/or move up to 15 pounds and occasionally lift and /or move up to 30 pounds.

**ENVIRONMENT**

- Indoor environment/temperature – normal climate.
- Continuous interaction with students, public and staff.
- Noise level in the work environment is usually moderate.

**EXPERIENCE AND EDUCATION**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

**EXPERIENCE:**

- One year of clerical experience preferably in the educational field.

**EDUCATION:**

- Equivalent to completion of high school, supplemented by coursework or training in clerical areas.

**LICENSE REQUIREMENT**

- May require a keyboarding certificate (50 WPM) depending on assignment.