

RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT
JOB DESCRIPTION

JOB TITLE: SECRETARY III – COUNSELING SECRETARY

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:

- Performs secretarial and receptionist duties such as independently prepares and answers routine correspondence, maintains counselors calendar and sets appointments, handles mail, takes and refers messages for staff, communicate and provide support for students, parents, staff and community, and maintains accurate files and records.
- Develops and maintains accurate permanent student files and records of confidential matters.
- Operates standard office machines including computer operating systems and programs.
- Prepares and inputs data for a computerized record management storage and retrieval system.
- Prepares registration materials and new student information packets for distribution to students entering throughout the school year.
- Assists with student enrollment process.
- Provide student record information to students, staff members, parents and the public as permitted by the California Education Code, District policies and other regulations.
- Assist parents by answering questions and/or assisting in filling out forms.
- Process and maintains purchase orders, material requisitions and office supplies, keep inventory of supplies and equipment.
- Provides clerical support to other school office operations.
- Writes bulletin and web page announcements for various counseling center events.
- Prepares and sends out mailings.
- Uploads documents to web page.
- Supervise student workers.
- May track student attendance.
- May assist students in nurse's office.
- Assists with annual scholarship program – including maintaining database, sending correspondence, and posting information.
- Performs other related duties.

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.
- High school courses and credits.
- Automated record management and filing system.
- Procedures pertaining to student record management.
- Receptionist and telephone techniques.
- Microsoft Suite
- Financial aid process and forms

ABILITY TO:

- Establish and maintain cooperative working relationships.
- Interpret and apply legal mandates, policies and regulations pertaining to a school operation.
- Compose correspondence.
- Establish and maintain accurate files and records.
- Operate computers and utilize application software.
- Perform clerical, secretarial work using independent judgment with speed and accuracy.
- Maintain confidentiality.
- Perform job assignments with numerous interruptions and work with minimal supervision.
- Understand and carry out oral and written instruction.
- Communicate effectively in oral and written form.
- Supervise and work with students.
- Have an accurate keyboarding rate of 60 words per minute.
- Analyze situations and take appropriate action.
- Develop and distribute a variety of handbooks.
- May be required to administer first aid, dispense medicine, and emergency procedures as needed.

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:

- Two years 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 (60 WPM).