



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 37-2022/23
DOCUMENT NO. 20-2022/23
DATED 12/14/22

SECRETARY –DEPARTMENT

DEPARTMENT/SITE: Department (various)

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 20

WORK CALENDAR: 261

REPORTS TO: Assigned Supervisor

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Assigned Supervisor, the Secretary – Department provides clerical support to the assigned department personnel; communicating information to staff and the public; providing completed and accurate records, information and reports as directed and requested. The incumbents in this classification provide the District department and community with clerical support, which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class provide general clerical support to a District department. It is the lower-level class of the Secretary classes. This class differs from the Secretary-Attendance class, which also provides general clerical support, but in addition has responsibility for ensuring accurate attendance accounting. The Office Assistant and Office Technician classes also provide clerical support at a lower level at a school or department office.

ESSENTIAL FUNCTIONS, DUTIES AND TASKS:

The following alphabetical list of functions, duties and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Assists with maintaining of MUSD student information systems for the purpose of inputting data and running reports.
- Assists with maintaining and updating student records.
- Attends department in-service meetings, workshops and/or seminars as assigned
- Compiles and analyzes data information for the purpose of preparing reports.
- Maintains a variety of confidential and non-confidential manual and electronic files, lists and records to provide up to date information and/or historical reference.
- Orders supplies, verifies receipt of items, distributes, and/or stores items.
- Performs clerical functions (e.g., scheduling, copying, faxing, data entry, filing, and answering phones); assist with office equipment maintenance (e.g., printer, fax).
- Prepares and distributes a variety of confidential and non-confidential materials.
- Responds to inquiries from parents, students, and others to provide information, assistance and/or direction.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory district trainings.

KNOWLEDGE, SKILLS AND ABILITIES

(At time of application)

Knowledge of:

- Basic math, including calculations using fractions, percentages, and/or ratios
- English usage, grammar, punctuation, and spelling
- Pertinent codes, policies, regulations and/or laws
- Current office equipment
- Computer usage and related software
- Customer service principles and practices

Skills and Abilities to:

- Present information clearly
- Train and supervise student workers
- Understand complex, multi-step written and oral instructions
- Schedule activities
- Gather, collate, and/or classify data
- Be flexible in working with a wide diversity of individuals in a wide variety of circumstances
- Problem solve by identifying issues and appropriate action
- Meet deadlines and schedules, including setting priorities
- Maintain confidentiality
- Work with frequent interruptions
- Work under minimal supervision
- Communicate clearly in both English and a second language (usually Spanish) maybe required
- Provide quality customer service

RESPONSIBILITY:

Responsibilities include: working under direct supervision using standardized procedures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalent.

EXPERIENCE REQUIRED:

One and half (1.5) years of clerical experience in an office environment.

LICENSE(S) REQUIRED:

- None required

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam A through District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is performed in an indoor office environment, requiring extensive sitting, and some standing and walking
- Moderate lifting, carrying, pushing, and/or pulling of boxes and files
- Stooping, kneeling, crouching, and/or crawling to access files
- Manual dexterity to operate a computer keyboard and other office equipment, handle files and documents
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen