



COTATI-ROHNERT PARK
UNIFIED SCHOOL DISTRICT
Learning for a Lifetime

JOB DESCRIPTION

POSITION

STAFF SECRETARY - Student and Family Support

DEFINITION OF POSITION

Under general direction, to perform highly skilled and responsible secretarial work in the operation of a District division and relieve a district office administrator of a wide variety of office and routine administrative duties by planning, organizing, supervising, and participating in the clerical operations related to the administrator's assigned responsibility, to serve as an office management aide to the district office official, and do the related work as required. Understands and works effectively with people from different cultures and backgrounds.

EXAMPLES OF DUTIES

- Serves as a personal and confidential secretary
- Prepares report drafts by finding, assembling, and summarizing information and data
- Reviews and updates administrative details not requiring immediate attention of the district office official
- Arranges committee and other meetings, and may attend same to take minutes and prepare minutes
- Prepares letters and reports, and may compose some independently or from minimum instructions
- Develops procedures to expedite transmittal of information or to facilitate implementation of policies, programs, or directives
- Assists in coordinating communication with other District work stations
- Receives complaints and takes appropriate steps to see that they are resolved
- Assists in preparing, maintaining, and monitoring budgets and compliance documents for all categorical programs
- Prepares agenda items

- Independently maintains or supervises the maintenance of important records
- Operates a variety of office equipment
- Performs secretarial duties as assigned by the Assistant Superintendent or designee
- Prepares letters, newsletters, and reports for distribution
- Provides clerical support for Education Services personnel
- Communicates and supports school site staff with requests
- Collects and maintains compliance documentation for programs
- Understands and uses confidentiality appropriately in the conduct of district business
- Supports with the clerical tasks associated with district level parent groups
- Performs other related duties as assigned

DESIRABLE QUALIFICATIONS

Knowledge of:

- Modern office methods, practices and procedures, including database, word processing, spreadsheet computer programs, and Google suite
- Policies, laws, rules and regulations affecting the work of a district office official
- Principles of supervision
- Thorough knowledge of proper English usage, spelling, vocabulary, grammar and punctuation
- Organization and collection of data

Ability to:

- Ability to work well under pressure with constant deadlines and frequent interruptions
- Perform difficult and responsible clerical work with speed and accuracy
- Prepare and maintain accurate and complete records and reports
- Ability to follow complex oral and written instructions
- Compose correspondence independently and from general directions
- Type rapidly, accurately, and neatly
- Perform a variety of clerical and secretarial work from general and oral instructions
- Revise and maintain established procedural systems and controls and establish work priorities
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, and firmness

- Establish and maintain cooperative working relationships
- Demonstrate regular and prompt attendance

EXPERIENCE

Broad and increasingly responsible secretarial or clerical experience, preferably school related.

EDUCATION

Equivalent to completion of twelfth grade, preferably supplemented by additional secretarial training.