

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

POSITION

ADMINISTRATIVE SECRETARY – STUDENT SERVICES

DEFINITION OF POSITION

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

EXAMPLES OF DUTIES

- Serves as personal secretary.
- Prepares report drafts by finding, assembling, and summarizing information and data.
- Develops procedures to expedite transmittal of information or to facilitate implementation of policies, programs, or directives.
- Assists in coordinating communications with other District work stations.
- Handles routine office duties in the absence of the supervisor.
- Independently maintains or supervises the maintenance of important records.
- Operates a variety of office machines.
- Maintains budgets for the Student Services Department.
- Process purchase orders and process invoices for payment.
- Supports the enrollment process district-wide.
- Maintains a variety of data bases, and spreadsheets that track and support student groups around the district.
- Independently compose routine correspondence, announcements and other documents from general oral and written instructions; proofread and revise all written materials.
- Ensure that all announcements, notices, correspondence and related documents are assembled, mailed, posted and distributed in an appropriate and timely manner.
- Courteously answer telephone calls and provide excellent customer service to all callers.
- Receives complaints and takes appropriate steps to see that they are adjusted.
- Respond appropriately to written and oral requests for information, materials and assistance from students, staff members, business, community and agency representatives.
- Courteously and professionally, greet and direct all guests and visitors having business with the department.
- Order, receive, store and issue equipment, supplies and other materials for all Student Services related programs, meetings, and events.
- Establish and maintain systematic files of forms, correspondence, reports, records and other documents, ensuring all files, records and documents requiring cumulative information are updated appropriately.

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- Establish and maintain a calendar of meetings, events, appointments and deadlines.
- Reserve and prepare rooms and make arrangements for meetings and conferences.
- Coordinate and schedule all professional develop for Student Services.
- Periodically run errands locally as directed by supervisors to conduct District business.
- Other related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge of:

- School district policies, regulations, and procedures
- Modern office practices, procedures and equipment and telephone techniques and etiquette
- Thorough knowledge of proper English usage, spelling, vocabulary, grammar, and punctuation
- Mathematical skills sufficient to compute budget amounts and monitor budget activity
- Working knowledge of the operating characteristics of common office equipment including personal computers and office productivity software, copiers, facsimile machines, etc.
- Math skills sufficient to compute sums, quotients, fractions, percents, and ratios
- Safe work practices

Ability to:

- Perform difficult and responsible clerical work with speed and accuracy
- Analyze situations and make decisions in procedural matters without immediate supervision
- Prepare and maintain accurate and complete records and reports
- Compose correspondence independently
- Type or keyboard at a speed not less than 60 words per minute accurately and neatly
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness and firmness
- Establish and maintain cooperative working relationships
- Use word processing, spreadsheet, and database software programs
- Work in a positive manner with students, families, and staff members, while exhibiting patience and compassion
- Ability to speak Spanish highly desirable

EXPERIENCE/ EDUCATION

- Broad and increasingly responsible secretarial or clerical experience, preferably school related.
- Education equivalent to completion of twelfth grade, preferably supplemented by additional secretarial training.

PHYSICAL ABILITIES

- The position requires ordinary ambulatory ability to retrieve work materials, intermittent walking, standing, stooping, and carrying and lifting of light weight materials (under 20 pounds).
- Requires visual acuity sufficient to recognize people, words, and numbers
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other

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common office equipment

- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations

WORK ENVIRONMENT

Work is performed in an office environment with minimal exposure to health and safety considerations

OTHER REQUIREMENTS

- Fingerprint clearance prior to employment
- TB clearance prior to employment
- Compliance with current health mandates
- Completion of mandated trainings
- Ability to drive to multiple locations

BOT 3.4.2025