

GALT JOINT UNION SCHOOL DISTRICT

JOB TITLE: Secretary to the Superintendent
(Confidential Position)

DESCRIPTION OF BASIC RESPONSIBILITIES

To perform secretarial duties as required by the Superintendent and the Board of Education.

SUPERVISOR: Superintendent

TYPICAL DUTIES

1. Prepare Superintendent's correspondence, newsletter and bulletins, school calendar and activity calendar, school directory, crime reports, miscellaneous surveys, Project Lead, monthly calendar of events, inter-district agreements and related reports, bell schedules.
2. Prepare Board agenda, minutes, and correspondence.
3. Prepare miscellaneous reports - CBEDS, CAP, Health, etc.
4. Expulsion hearings, suspension notices, grievances, conflict of interest.
5. Maintain District files.
6. Complete applications for special funds (Facilities Planning) such as new buildings, buses, etc.
7. Maintain AHERA manuals for asbestos regulations.
8. Perform other duties similar to the above in scope and function as required and as assigned.

EMPLOYMENT STANDARDS

- One year of responsible experience in secretarial duties.
- Education equivalent to completion of the 12th grade.

Knowledge of:

- stenographic or note-taking skills;
- bookkeeping methods and terminology;
- office methods and procedures.

Ability to:

- perform responsible clerical and financial recordkeeping without continuous supervision;
- operate office machines and equipment including computer, calculator, copy machine, etc.;
- type at a speed of 60 words per minute from clear copy;
- understand and carry out a variety of complex directions, oral and written, without continuous supervision;
- use initiative and judgment in discussing problems with District personnel;
- establish and maintain cooperative working relationships with those contacted in the performance of required duties.

MEDICAL CATEGORY I

1. Normally located in a work environment with light physical qualifications and requirements.
2. Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.

Adopted by the Board 7-20-92