

GALT JOINT UNION ELEMENTARY SCHOOL DISTRICT

JOB TITLE: Health Secretary

DESCRIPTION:

To assist in the administration of a District health department needs by performing a variety of complex and responsible secretarial support functions and to coordinate the work flow and activities processed through the health office. To be a resource to district staff, students, parents, and the general public regarding general and specific information on policies, procedures, and activities of the health department.

SUPERVISOR: School Nurse or Designee

TYPICAL DUTIES

1. Acts as secretary to assigned school nurse performing a wide variety of complex and responsible clerical and secretarial duties as well as performing routine administrative support functions.
2. Takes and/or transcribes dictation of letters, memoranda, minutes, and other documents. Composes and types correspondence, memos, and/or reports from rough drafts, notes, or from oral/written directions.
3. Acts as receptionist; screening visitors and phone calls for the department
4. Establishes and maintains routine and confidential files and appointment schedule for the department; scheduling and arranging meetings and conferences.
5. Acts as liaison with District Office in the scheduling of substitutions to ensure adequate staff coverage.
6. Collects necessary information and maintains a variety of logs and records related to both certificated and classified employees.
7. Processes incoming and outgoing mail and materials.
8. Confers with and assists various community agencies; obtains, verifies and/or provides information, delivers messages, performs clerical functions.
9. Orders materials, supplies, and equipment; maintains records of purchase orders, invoices, and expenses to date; and inventories and logs items upon arrival.
10. Assists in department budget preparation and accounting; gathering data and calculating projections, monitoring and recording expenditures.
11. Attends various meetings; taking notes and preparing minutes as assigned.
12. Collects data/information and compiles reports and other materials requiring the use of independent judgment and knowledge in assembling and categorizing data.
13. Processes forms, applications, documents, records, and/or other paperwork, including but not limited to copying and distributing materials. Monitors timelines for responses
14. Receives and screens ill or injured students, performs basic First Aid, dispenses medication, refers to nurse/doctor/parents as appropriate.
15. Performs other duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Public school clerical operations and functions.
- Proper office methods and practices including filing systems, receptionist and telephone techniques, letter and report writing.
- Correct English usage, spelling, grammar, and punctuation.
- Proper financial record keeping methods and practices.

Ability to:

- Analyze situations and take appropriate action in a variety of procedural matters without immediate supervision.
- Perform arithmetical calculations with speed and accuracy.
- Learn and use designated computer software programs related to word processing and other appropriate programs as assigned.
- Understand and successfully apply a variety of complex directions to specific situations.
- Obtain and maintain a valid First Aid Certificate.
- Type accurately at a rate required for successful job performance.
- Take and transcribe dictation with speed and accuracy using shorthand and/or transcription equipment as designated by principal.
- Communicate effectively and tactfully in both oral and written forms.
- Establish and maintain a variety of record keeping, reference, and data collections system.
- Prioritize and coordinate work flow and timeliness for self and others.
- Operate a variety of office equipment such as calculator, transcriber, copy machine, computer terminal, and printer with speed and accuracy.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION & EXPERIENCE

- High school diploma or equivalent;
- Prior job related secretarial/clerical experience with increasing levels of responsibility;
- Valid California Drivers License and evidence of insurance;
- TB test clearance;
- Criminal Justice fingerprint clearance.
- Ability to read and speak a second language is desirable.

MEDICAL CATEGORY I

Light Physical Effort

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.

Board Approved on February 24, 2016.