

SECRETARY TO THE SUPERINTENDENT**Job Summary**

Under the direction of the Superintendent, serves as secretary to relieve the Superintendent of administrative and clerical detail, to perform highly complex and responsible clerical work, to interpret policy and administrative regulations; perform other duties as assigned.

Qualifications:**Required:**

- Four or more years increasingly responsible clerical and secretarial experience including computer skills (additional college work in public education or business administration may be substituted for the required experience on a year for year basis)
- Completion of at least High School, including or supplemented by courses in Business Education.
- Ability to communicate effectively orally and in writing.
- Ability to type accurately from clear copy at a rate of 65 words per minute
- Take dictation at a rate of 100 words per minute.
- Operate all office machines, or any comparable combination of experience, education, and proven ability or potential
- Valid California Driver's License (Incumbent must be insurable at the "standard rate" by employer's insurance carrier at all times while employed by CUSD. This position requires the incumbent to enroll in the DMV Government Employer Pull Notice Program at time of hire)

Desirable:

- Previous experience in a public school system or institution of higher education specifically pertaining to Boards of Education
- Two year degree in Business Education or related area

Knowledge and Ability:

1. Ability to prepare memoranda, letters, reports, news releases, bulletins, agendas, handbooks, and other correspondence, and to edit accurately.
2. Ability to take and transcribe proceedings, minutes and notes from official meetings.
3. Ability to answer inquiries and give assistance to staff, district personnel, the media and the public.
4. Ability to evaluate and take appropriate action with mail.
5. Ability to receive and direct telephone calls and messages.
6. Knowledge of filing systems and the ability to maintain files – general and confidential.
7. Ability to greet and screen visitors, schedule meetings, maintain calendar, and make travel accommodations and arrangements for the Superintendent.
8. Ability to conduct or facilitate in-service activities for staff.
9. Knowledge of supervisory techniques; ability to supervise and evaluate clerical employees.
10. Knowledge of the legislative process.
11. Ability to research and compile data on assigned topics.
12. Ability to keep accurate records.
13. Ability to interact with agencies in matters pertaining to education.
14. Ability to provide secretarial services to the Corcoran Unified School Board of Education.
15. Ability to set priorities and work independently.
16. Ability to establish and maintain effective working relationships.
17. Ability to learn, interpret, and apply state and federal laws and local rules.
18. Ability to serve as a liaison with departments and individuals relating information, policies, inquiries, and regulations of the Superintendent.

Essential Functions of this position, which may change or evolve in the future, are, but not limited to, the following:

1. Organize, file, retrieve and research information.
2. Provides secretarial services to the Corcoran Unified School Board of Education, including correspondence, agendas, minutes, inter-district agreements, and expulsions.
3. Creates original documents: letters, reports, handbooks, charts, agendas, minutes, and bulletins as required.
4. Prepares correspondence independently.
5. Assist certificated employees in the completion of credential applications, records credentials at District Office and confirms they are recorded at the County Office of Education.
6. Maintain accurate filing systems of general files and archives; maintains historical records for the District.
7. Establish schedule for overall control of Office records, including microfiche, storage and disposal.
8. Make independent decisions in the absence of the Superintendent.
9. Creates documents from notes, verbal direction, computer discs, outlines and data provided by others.
10. Gathers information and prepares Annual District Directory.
11. Acts as backup for front office Receptionist in their absence.
12. Interprets state and federal laws and local policies.
13. Receives and appropriately responds to telephone calls, message and requests.
14. Represent the Superintendent as required at meetings and other events.

Physical Requirements for this position are, but not limited to, the following:

1. Mental acuity to: interpret and follow rules relating to the position, make decisions using sound judgment, and evaluate results.
2. Facility to sit at a desk, conference table, or in meeting rooms of various configurations for extended period of time.
3. Facility to see and read, with or without vision aids, a computer screen, laws, codes, rules and policies, and other printed matter.
4. Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
5. Manual dexterity to operate a telephone and enter data into a computer.
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in meetings, and on the telephone.
7. Physical ability to lift, bend, stoop, and to reach overhead.

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.