

JUNCTION ELEMENTARY SCHOOL DISTRICT

ADMINISTRATIVE SECRETARY 220 Day Calendar

Brief Description of Position

Under general direction of Site Principal, to perform any of a variety of regular clerical recordkeeping, record checking, filing, and typing duties, which follow particular routines; to conduct or answer questions from parents, students, or public on a variety of matters; and to do other work as required. Duties require access to and possession of information pertaining to employer/employee relations and confidential matters related to the collective bargaining process.

Duties and Responsibilities

1. Performs general clerical tasks, which may include scheduling meetings and material orders.
2. Posts information to forms, accounts, and records.
3. Assembles, proofreads, and reviews a variety of data for completion.
4. Types confidential reports, letters, and other materials from rough drafts or general instructions. May also proofread letters.
5. Receives and distributes mail.
6. Plans and updates the school bell schedule system.
7. Updates Reader Board as necessary
8. Process inter/intra-district transfer requests and maintain appropriate records. Sends out denial letters
9. Works with transportation to ensure field trips, transportation of students to and from school and special activities are coordinated.
10. Compiles reports and schedules.
11. Answers the telephone and takes messages in a professional manner.
12. Operates and maintains a variety of standard office machines, including computers.
13. Receives confidential complaints, supplies information and makes appropriate referrals.
14. Performs minor first aid and administers student medications as appropriate and necessary.
15. May enroll new students.
16. Enrolls Employees in Aeries
17. Maintains log of keys provided to teachers, student teachers, substitutes and others as needed.
18. Maintain/organize substitute requests/paperwork for classified and certificated employees.
18. Acts as ReadySub Substitute Finder-Works within the system as necessary to procure substitutes
19. Serves as SMAA (School Medical Administrative Activities) coordinator
20. Assists teachers with classroom account balances
21. Collects and keeps record of all Afterschool care payments
22. Assist with Accounts Receivables; records deposits and invoices to assure accuracy, prepares and follows up on invoices and billings.
23. Provides and submits Accounts Payable, time sheets to Business Services for processing.
24. May perform cash reconciliation of revolving accounts.
25. Processes all purchase orders
26. Receives packages from UPS, FedEx, etc, pulls packing slips and notifies staff of deliveries
27. Receives and maintains all Facility Use Requests
28. Serving as liaison to and coordinating school lunches for field trips with Food Services.

29. Maintains website for Elementary and Middle School
30. Enters new employees into Escape
31. Other duties as assigned by their direct supervisor and included in Board Policies and Administrative Regulations

Junction Elementary School District

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Qualifications

1. High school diploma or equivalent.
2. Completion of appropriate college course work desired.
3. A minimum of three (3) years experience in secretarial work.
4. Knowledge of Aeries and Calpads is preferred
5. Valid First Aid Certificate.
6. Knowledge of modern office methods and equipment, including computer technology.
7. Knowledge of Procedures pertaining to student record management.
8. Ability to perform job assignments with numerous interruptions and work with minimal supervision.
9. Mechanical skills – accurate typing at not less than 45 wpm, as evidenced by appropriate typing certificate (issued within the past 6 months); knowledge of correct English usage, spelling, grammar, punctuation, and composition; modern school office practices, methods, and procedures; standard school filing and recording systems; standard office machines.
10. Any combination of experience and training that would likely provide the required knowledge and skill is qualifying.
11. Possession of a valid California Driver's License.
12. Ability to:
 - Perform a variety of basic clerical work involving use of independent judgment and requiring accuracy and speed.
 - Operate standard office equipment, including Word computer software.
 - Make basic mathematical calculations with accuracy and speed.
 - Post, check records, file, and alphabetize rapidly and accurately.
 - Receive and give information over the telephone or in person in a courteous and professional manner.
 - Work efficiently under pressure with frequent interruptions.
 - Understand and carry out oral and written instructions.
 - Maintain cooperative working relations with staff and public
 - Read, understand, and explain standard district policies.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; stand; walk; use

hands to handle or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to climb or balance; stoop; kneel; or crouch. The employee frequently reaches with hands and arms.

The employee must regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles, and extreme heat. The noise level in the work environment is usually moderate.

ADOPTED: 10/16/19

Revised: 09/14/21