Job Description – Department Secretary

Basic Function: Under the direction of the Department Director or designee, perform complex and responsible office management duties requiring independent judgment and analysis; plan, organize, supervise and participate in the clerical operations and routine administrative details of an assigned department to deliver high professional services to sites and departments.

Representative Duties:

Essential Functions:

- Perform a variety of responsible clerical and secretarial duties in support of the department; assure smooth and efficient office operations; assure warehouse activities comply with established safety regulations, policies and procedures.
- Greet and assist warehouse and office visitors; initiate and receive telephone calls; screen and route calls; take and relay messages; respond to inquiries and provide information related to office and warehouse functions, operations policies and procedures; resolve issues as appropriate.
- Ensure timely delivery of communication to appropriate staff, sites, departments, families or outside agencies; exercise independent judgment in resolving routine matters or directing to appropriate staff.
- Assist with the IQ system. Prepares periodic lists of outstanding work orders, schedules, status and completed orders.
- Prepare requisitions, order office supplies; Contact vendors regarding shortages or other discrepancies.
- Prepare and maintain a variety of records, logs and reports related to shipments, inventory, purchase orders and assigned activities; establish and maintain filing systems; process a variety of forms and applications; duplicate materials as needed; prepare routine correspondence and reports.
- Input a wide variety of data into an assigned computer system; create queries and generate purchase orders and computerized lists, records and reports; assure the timely distribution and receipt of a variety of records and reports related to assigned activities.
- Receives requests for use of facilities, reviewing for accuracy and completeness, obtaining approvals, verifying insurance, determining fees, and communicating decisions. Provides information to staff and outside customers on the availability of facilities, fees, insurance, and other requirements.
- Maintain ReadySub to track employee absences; assign substitutes if necessary; track and record employee vacation and time requests.
- Communicate with other departments, vendors and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Attend and participate in meetings and in-service trainings; set-up and schedule Department meetings.
- Maintain work area in a clean and orderly condition; pick-up and dispose of paper and other debris
- Sort/Distribute incoming and outgoing mail.
- Maintain, distribute and account for school site keys.
- Maintain District vehicle records and DMV pool; issue keys in accordance with established procedures.

Other Duties:

- Performs other duties as assigned that support the overall objective of the position.

Knowledge and Abilities:

Knowledge Of:

- Modern office practices, procedures and equipment. Applicable laws, codes, regulations, policies and procedures. Record-keeping and report preparation techniques.
- Telephone techniques and etiquette. Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary. Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software. Basic shipping and receiving procedures.
- Basic inventory techniques. Health and safety regulations.

Ability To:
- Perform a variety of responsible clerical and secretarial duties in support of the MOT department. Coordinate flow of communications.
- Assure smooth and efficient office operations.
- Interpret, apply and explain laws, codes, rules and regulations related to assigned activities. Fill and process requisitions.
- Determine appropriate action within clearly defined guidelines. Answer telephones and greet the public courteously.
- Type or input data at 45 words per minute from clear copy. Work independently with little direction.
- Understand and follow oral and written instructions. Meet schedules and timelines.
- Complete work with many interruptions.
- Operate a variety of office equipment including a computer and assigned software. Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others. Observe health and safety regulations.

Education/Experience/Licenses
Any combination equivalent to: graduation from high school and three years clerical or secretarial experience involving frequent public contact. Bilingual Preferred.

Working Conditions:
Environment:
Office and warehouse environment. Constant interruptions

Physical Demands:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person or on the telephone. Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials. Lifting, carrying, pushing or pulling heavy objects.

Hazards:
Working around and with machinery having moving parts. Climbing ladders and working at heights.

Classification: 36  Number of Days: 247.5
Board Approval: 10/12/2022  Revised: 09/2022  FLSA Classification: Non-Exempt

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The district does not discriminate based on disabilities.