

**FORT BRAGG UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION –SECRETARY  
(12 MONTH CONFIDENTIAL)**

**DEFINITION-** Performs responsible secretarial and clerical services to assist supervising administrator at the District level.

**SUPERVISION RECEIVED AND EXERCISED-**Supervision received from administrative official of assignment.

**Class Characteristics**

**Secretary I:** This is the entry-level class in this series. This class is distinguished from Secretary II by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same level of independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the Secretary II level.

**Secretary II:** This class is distinguished from Secretary I by the varied and responsible secretarial duties assigned. Positions within this class are normally filled by advancement after a number of years of successful experience as Secretary I.

**EXAMPLES OF DUTIES –** May include, but are not limited to, the following:

- Composes and types correspondence, memos and/or reports from written or verbal instructions
- Establishes and maintains department files
- Monitors and maintains department operational budget records
- Acts as resource person to staff and general public regarding general and specific information on policies, procedures, and activities of department
- Assists with assigned administrator's appointment schedule; sets up and arranges meetings and conferences.
- Collects necessary information and maintains a variety of logs and records
- Confers and assists with various community agencies; obtains, verifies, and provides information; delivers messages; performs clerical functions as required
- Processes, reviews, and verifies various forms, reports, records, and other material for accuracy, completeness, and conformity with established standards; may design some forms
- Distributes materials and information to staff and general public and ensures timely responses
- Researches and compiles information and computes statistical data for federal, state, and district reports, and special projects as assigned
- Performs other duties as assigned

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**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Clerical operations and functions
- Basic record keeping principles.
- Modern office methods, techniques and procedures including filing systems, business correspondence writing, and telephone techniques
- Proper English usage, vocabulary, spelling, grammar, and punctuation

**Ability to:**

- Demonstrate proficiency in reading, writing, and mathematical skills sufficient to perform the duties of the position in an accurate and efficient manner
- Analyze situations and take appropriate action in a variety of procedural matters without immediate or direct supervision
- Communicate clearly and concisely, both orally and in writing
- Type accurately at a speed of 50 WPM
- Operate a variety of office equipment such as calculator, copy machine, and computer with speed and accuracy
- Understand and successfully apply a variety of complex directions to specific situations
- Learn and effectively use computer software programs and related word processing
- Proof read accurately
- Establish and maintain effective working relationships with those contacted in the course of work.
- Promote a positive professional image by action, communication and appearance.

**Experience and Training**

**Example:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge would be:

**Training**

- College coursework in business

**Experience**

- Two years of responsible secretarial and clerical experience.

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**Special Requirements**

- High school diploma or equivalent
- Possession of, or ability to obtain, a valid California driver's license.
- Confidential salary schedule
- 260 duty days, but work calendar varies by department

**Physical Requirements**

- Sit for extended periods of time using computer workstation; hearing and speaking to exchange information; seeing to read variety of financial and statistical records and documents; dexterity of hands and fingers to operate a computer keyboard

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Board Adopted: April 27, 1989

Rev. Board Approved: July 20, 2000

Rev. Board Approved: February 14, 2002