

**FORT BRAGG UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION – COUNSELING SECRETARY**

DEFINITION

To perform a wide variety of responsible secretarial and clerical duties for the assigned counseling office and/or principal.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a counselor and/or assistant principal.

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

- Performs secretarial and clerical duties for the counseling office and assistant principal, including student files, mark reporting files (grades), discipline files and scheduling appointments for counselors.
- Compiles information and data for student and activity reports; provides information to supervisors as requested.
- Performs registrar duties; receives students' records from other schools; responds to requests for student records from mother schools.
- Compiles and assembles various special reports, forms and summaries; maintains current and appropriate files and records.
- Responds to questions and concerns of parents and students regarding counseling activities, procedures and policy; provides necessary information or refers to appropriate staff.
- Acts as receptionist; screens calls and visitors, and refers inquiries as appropriate; maintains appointment schedules and calendars and arranges meetings and conferences.
- Types a variety of written material from rough draft or verbal instructions; types, proofreads and processes a variety of documents.
- Composes routine correspondence.
- Acts as health Assistant as necessary.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Proper English usage, spelling, grammar and punctuation.
- Modern office methods, procedures, use of computer equipment, and business letter writing

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Ability to:

- Perform assigned secretarial duties with speed and accuracy.
- Interpret and apply counseling office policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Operate and use modern office equipment, including a computer.
- Type and edit a variety of documents
- Compile information and maintain records
- Maintain confidentiality.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

- 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

- Completion of a high school diploma or equivalent.
- Two years of responsible secretarial and clerical experience.

Special Requirements

- Possession of, or ability to obtain, a valid California driver's license.

PHYSICAL REQUIREMENTS

- Ability to exert 50 pounds of force frequently to lift, carry, push pull or otherwise move objects.
- Ability to lift, stoop, climb, stand for long periods of time and perform physical tasks; physical mobility and stamina to participate in activities which may be strenuous.

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 Adopted: October 11, 2001