

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: SCHOOL SECRETARY

TITLE #: 1561

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for varied secretarial and office management functions of a routine nature. This position is distinguished from Senior Typist and Typist by the fact that the duties and responsibilities are more diversified in nature allowing for greater opportunity to exercise judgment in completion of secretarial duties. The incumbent acts as a secretary to an administrator or administrators. Work is performed under general supervision and may involve leading and directing the work subordinate clerical employees. Involves public and student contact. Does related work as required.

TYPICAL WORK ACTIVITIES:

Uses word processing software or typewriters to prepare correspondence, reports, discipline, notifications, newsletters, vouchers, or other materials from clear copy, rough draft or recorded dictation;

Maintains student records and personnel files utilizing computer database;

Prepares daily attendance reports for personnel/substitutes;

Composes correspondence upon verbal direction of the Principal;

Opens and distributes incoming mail;

Makes appointments and maintains calendar for Principal;

Attends to the operation of the administrative office including budget preparation, billing and other fiscal matters and requisitioning and control of supplies;

Maintains master calendar for school including use of building by outside groups;

Calls and arranges for substitutes;

Monitors petty cash account and tracks purchase order activity;

Answers telephones, providing routine information and directing calls to appropriate offices;

Operates a variety of office equipment including copiers, fax machines, computers and peripheral equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of English and business math; good knowledge of office terminology, procedures and equipment; good knowledge of office record keeping techniques; computer skill involving standard word processing, e-mail, calendar, spreadsheet or other database software; ability to understand and follow complex oral and written instructions; ability to demonstrate keyboard proficiency; ability to interact with students, parents and staff; clerical aptitude; tact; courtesy; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

NOTE: Computer literacy will be evaluated during the probation period .

JURISDICTIONAL CLASSIFICATION: Competitive

REVISED: 01/11/23 LD