

---

---

## SCHOOL SECRETARY, ELEMENTARY

---

---

**Job Description:**

Under the general supervision of a principal, to act as secretary and receptionist and to perform a wide variety of responsible clerical work involving staff and pupil record keeping, student body accounts, cafeteria records and use of office machines; to assist the principal and staff by relieving them of clerical detail; and to do related work as required; to serve as a confidential employee to the principal in his/her role as a member of the management team.

**Qualifications:**

1. Education: Equivalent to completion of the twelfth grade, preferably including courses in typing and office methods.
2. Experience: One year of experience or the equivalent.
3. Knowledge: Basic modern office methods, correct business English vocabulary, grammatical usage, spelling and punctuation; common office machines and some skill in their operation.
4. Ability: Perform responsible clerical work with accuracy and speed, learn specific rules, laws and policies quickly and to apply them with good judgment in a variety of procedural situations; make arithmetical calculations quickly and accurately; compile and maintain accurate and complete records and reports; understand and carry out oral and written directions; meet the public tactfully and courteously; to establish and maintain cooperative and effective working relationships with children and adults; type accurately from clear copy at a rate of 40 words per minute.

**Typical Duties:**

1. Meet the public.
2. Answer the telephone and take messages.
3. Register new pupils.
4. Request, maintain and send pupil cumulative records.
5. Monitor pupil immunization records.
6. Complete pupil accident reports.
7. Record pupil absences and tardies.
8. Type general correspondence, memos, school newsletter.
9. Type requisitions and purchase orders.
10. Call substitute staff and maintain substitute records.
11. Monitor and issue supplies, textbooks, maintain inventories.
12. Maintain daily cafeteria income, free lunches, lunch count.
13. Complete monthly attendance report.
14. Complete monthly cafeteria report.
15. Manage student body accounts and prepare a monthly statement.
16. Maintain pupil records of discipline, detention.
17. Monitor petty cash fund.

**SCHOOL SECRETARY, ELEMENTARY**

18. Assist in pupil testing and the resulting record keeping of state and district tests.
19. Provide clerical services for various committees, advisory groups, and parent club.
20. Prepare reports and projects as assigned.
21. Pick up and return monies to the district office and/or bank.

**Physical Requirements:**

Employees in this position must have the ability to

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**Work Environment:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with Ripon Unified District staff and the public.

**Immediate Supervisor:** Principal

**Assignment:** 8 hours per day determined by the Principal for 205 days.

**Salary:** CSEA Salary Schedule: Range 44