



Santa Rosa City Schools

Classification Description

Job title:	Senior Secretary - Bilingual	Department:	SAFE
Reports to:	Director	FLSA Classification:	Non-Exempt
Board Approval:		Work year:	12 Month
Revision(s):		Range	22

DEFINITION:

Under the direction of the assigned Director, performs a wide variety of responsible administrative and clerical functions.

QUALIFICATIONS:

Education:

High school equivalent

Experience:

Two years of increasingly responsible clerical or secretarial experience, preferable one year of which is in a school setting

License and/or other qualifications:

Bilingual - Spanish

Knowledge and Abilities:

Knowledge of:

- Education code, board guidelines and other rules and regulations pertaining to the program to which assigned
- Current office methods, equipment, and procedures
- Operations, procedures, and specific rules and precedents of the particular department
- English and Spanish use, spelling, vocabulary, grammar, punctuation, and basic math
- Software systems and database systems required by the department

Ability to:

- Operate current office equipment and technology
- Learn, interpret, and apply school district rules, laws, and policies
- Compose correspondence independently
- Read, write, translate, interpret, and communicate effectively in English and Spanish.
- Deal effectively with a wide variety of personalities and situations with tact, friendliness, judgment and poise
- Prepare and maintain financial and statistical records and reports
- Work with constant interruption

ESSENTIAL JOB FUNCTIONS:

The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.

1. Performs work as an administrative assistant and clerical assistant to an administrator; work effectively with the Administrator on the assigned program.
2. Creates a variety of materials, in English and/or Spanish including memos, lists, correspondence, notices, forms, schedules, purchase orders, bulletins, and reports.
3. Act as administrative assistant to the assigned director by supporting all activities. These include; preparation of communications, making appointments and maintaining files, and providing information concerning programs and procedures.
4. Receive inquiries in person, via computer, and on the phone and provides information in English and Spanish as applicable concerning programs and procedures of the assigned office.
5. Provides Spanish translation services, including but not limited to, hearings, as well as assisting department personnel.
6. Perform a wide variety of program related activities, including the coordination of administrative details in support of the Director.
7. Prepare agendas for staff meetings; take, transcribe and distribute minutes of meetings as directed.
8. Open, sort, and distribute mail; identify items requiring immediate response.
9. Generate and maintain files relating to the assigned program; maintain correspondence, in-service activities, federal, state and local regulations, professional organizations and other records as directed.
10. Under the direction of the assigned director, prioritize office work as needed, to ensure that deadlines are met. Acts as back up for other office positions as necessary.
11. Prepare and maintain reports, records, files and logs of confidential matters.
12. Acts as a main contact and liaison for the site for the staff, parents, district employees and all other visitors.

MARGINAL JOB FUNCTIONS:

Marginal job functions represent those job functions that may be assigned to the employee as needed. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.

1. Performs other related duties within the scope of the job description.

WORK ENVIRONMENT:

Performance of the essential job functions involves typically working in an environment as described here below.

Environmental Demands

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driving to District locations
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Office equipment, IT equipment
Walking on uneven ground	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to excessive noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to extremes in temperature, humidity, wetness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to dust, gas, fumes, or chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driving pedals
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working with bio-hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

PHYSICAL DEMANDS:

Performance of the essential job functions typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting				X-----X	
Walking			X		
Standing			X		
Bending (Neck)			X		
Bending (Waist)		X			
Twisting (Neck)			X		
Twisting (Waist)		X			
Squatting	X				
Climbing	X				
Kneeling	X				
Crawling	X				
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
	D = Dominant Hand ND = Non-Dominant hand				
Simple Grasping (D)			X		
Simple Grasping (ND)			X		
Power Grasping (D)		X			
Power Grasping (ND)		X			
Fine Manipulation (D)				X	
Fine Manipulation (ND)				X	
Pushing & Pulling (D)		X			
Pushing & Pulling (ND)		X			
Reaching- Above Shoulder		X			
Reaching- At/Below Shoulder			X		

LIFTING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

CARRYING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

NOTE:

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.