



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Ave., Hemet, CA 92545 (951) 765-5100

SECRETARY

JOB SUMMARY

Under the general supervision of site administration or department designee, this position works in a setting where a secretary is expected to perform a wide variety of typing and general clerical duties.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. May act as a receptionist, greet students, staff, or other callers and either furnish the desired information or refer caller to proper authority or arrange an appointment;
2. Compose letters independently on routine matters;
3. Type letters, reports, memoranda, announcements, and other materials from straight copy or rough draft;
4. Open and screen incoming mail for supervisors;
5. May attend group meetings and take minutes of the meetings;
6. May assist with the preparation of materials and agendas for meetings and maintain appointment calendars;
7. Attend to a variety of administrative details for supervisor requiring independent judgment;
8. Operate a variety of office equipment including a computer, printer, scanner, calculator, copy/fax machine;
9. Access, summarize, and compile information necessary for preparation of reports, including the use of the district's student information system;
10. Proofread documents and reports;
11. May establish and maintain complex office and student files, some containing confidential or sensitive matter;
12. May coordinate substitute coverage and generate reports;
13. In the absence of the Health Technician, may administer first aid, call for assistance if necessary, and notify parents of sick or injured students;
14. May oversee work of other clerical workers;
15. Assist and/or work with students, parents, employees, and the public;
16. May perform various duties related to student records;
17. Perform other related work as may be required.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Modern office procedures and practices including complex filing systems, receptionist telephone techniques, web-based and software programs;
2. Correct English usage, spelling, grammar and punctuation;
3. General public relations;
4. Office machines and equipment including the use of a computer;
5. Applicable state laws, District policies, procedures and other regulations governing the program or area of assigned responsibilities.

Ability to:

1. Perform clerical and secretarial work of above average difficulty with accuracy and speed;
2. Learn and interpret specific rules, laws, and policies and apply them with good judgment in a variety of procedural situations;

3. Write routine reports and correspondence;
4. Establish and maintain and files;
5. Type at a net corrected speed of 45 words per minute;
6. Make arithmetic calculations with speed and accuracy;
7. Understand and carry out oral and written directions;
8. Establish and maintain effective working relationships with those contacted in the course of work;
9. Demonstrate good judgment and good problem solving skills;
10. Oversee the work of others and delegate responsibilities appropriately;
11. Work autonomously;
12. Organize, manage, and perform multiple simple and complex tasks, set priorities and meet deadlines;
13. Respond appropriately to direction and changes in the work setting;
14. Access and use district-adopted web-based systems.

EDUCATION / EXPERIENCE

Education: High School Diploma, General Education Degree (GED), or Certificate of Proficiency, and possession of the knowledge and abilities listed above.

Experience: Three (3) years of experience performing increasingly responsible clerical duties; OR two (2) years of experience at or equivalent to the level of Clerk in the Hemet Unified School District.

REQUIRED LICENSES AND/OR CERTIFICATES

1. Possession of and maintain a valid California Driver's License during the course of employment;
2. Have an acceptable driving record;
3. Must be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential job functions.

Physical Demands: Sitting (up to continuously); stand, walk, bend, stoop, look up/down (occasionally); push, pull, twist, squat, climb stairs (infrequently); repetitive hand activities within close reach, such as keyboard, mouse, handwriting, files & phone (continuously); lift/carry office supplies up to 10 pounds (occasionally), to 30 pounds (infrequently); use vision, hearing and speaking.

Working Conditions: School office and grounds. Exposure to: inside/outside temperature swings, use of office equipment & supplies, proximity to alarms.

In compliance with the Americans with Disabilities Act (ADA), the Hemet Unified School District (HUSD) will provide reasonable accommodations to qualified individuals with disabilities for the purpose of enabling the performance of the essential duties and responsibilities of the position. HUSD encourages both prospective and current employees to discuss potential accommodations with the Human Resources and/or Safety/Risk Management.

EMPLOYMENT STATUS

Classified Bargaining Unit Position

Range 30

Work Year Calendar - Reference Appendix A

January 2024