

COUNSELING SECRETARY**BASIC PURPOSE OF THE JOB CLASSIFICATION**

To assist the school Counselors and Principal by providing support to the counseling department and school; planning, organizing, coordinating, and participating in the support activities; performing a variety of complex and responsible clerical/secretarial duties; assisting in maintaining the day-to-day operations of the counseling center and other related work as required.

DISTINGUISHING CHARACTERISTICS

Employees in this classification receive general supervision within a framework of standard policies and procedures. Incumbents' work assignments include performance of responsible secretarial, administrative, and operations support functions. Performance of these responsibilities requires organizational skills, accuracy, attention to details, good communication skills, discretion, initiative, and sound judgment. Incumbents are the primary secretarial/office support staff for the counseling department.

REPORTS TO

School Principal

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(The following information is descriptive and is not restrictive as to duties required)

1. Types a wide variety of materials, such as interoffice communications, requisitions, forms, letters, reports, and correspondence, including confidential performance evaluations and disciplinary actions.
2. Provides information regarding department/unit policies, procedures, programs, and objectives.
3. Serves as a resource person for an assigned program support area and coordinates communications with District personnel, schools, and the public, explaining procedures and processes as needed.
4. Serves as office receptionist and answers telephones, receiving and responding to requests from District staff and the public, providing information and assistance whenever possible.
5. Maintains Department fiscal records, verifying accuracy and tracking account balances.
6. Maintains permanent and substitute employee's time records for a Department, verifying absences, vacations, and compensating time off.
7. Participates in and develops work schedules for employees.
8. Orders supplies, maintaining inventory, and processing purchase requisitions as needed.
9. Gathers and prepares information required for administrative decisions.
10. May take, transcribe, and assist with recording minutes of Department and District meetings.
11. Establishes and maintains a variety of computerized data collection systems and other records/filing systems.
12. May type a variety of regular and confidential materials including reports, memos, correspondence, forms, newsletters, etc. from rough draft or minimal verbal instructions.
13. Maintains a calendar of events, due dates, and schedules relating to the assigned unit/program.
14. Orders, receives, and stores unit/program materials, supplies, and forms.
15. May monitor budgets and post account codes to requisitions.

TYPICAL PHYSICAL REQUIREMENTS

Sits for extended periods; frequently stands and walks; ability to lift 25 pounds or carry objects weighing over 15 pounds; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communications; use of office equipment including computers, telephones, calculators, copiers, and FAX

TYPICAL WORKING CONDITIONS

Work is normally performed in an office environment; regular contact with staff, students, parents and the public. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in an inside environment. The employee is frequently exposed to video display. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually quiet.

DESIRABLE QUALIFICATIONS

Knowledge of:

1. Proper English usage, grammar, spelling, vocabulary, and punctuation.
2. Modern office methods, procedures, and practices, including filing systems, business correspondence, and telephone techniques.
3. Filing systems and records development and maintenance techniques.

Ability to:

1. Learn the operations, procedures, policies, requirements, and legal procedures of an assigned program, or operational unit,
2. Interpret and apply unit/department policies, procedures, rules and regulations with good judgment in a variety of situations.
3. Prioritize and coordinate work flow to meet established deadlines.
4. Perform a variety of office, program, and administrative support work with minimal guidance and supervision.
5. Establish and maintain accurate filing and record keeping systems including a computer data base.
6. Make arithmetic calculations quickly and accurately.
7. Maintain the confidentiality and security of sensitive information and files.
8. Learn and use a variety of computer software programs including word processing, spreadsheets, and other programs.
9. Operate a variety of standard office machines and equipment.
10. Effectively communicate both orally and in writing.
11. Establish and maintain cooperative working relationships.
12. Type at a minimum rate of 50 words per minute from clear, legible copy.

Training and Experience:

A desirable combination of training and experience of at least three years of an administrative or school office setting.

Special Requirements:

Staff in this position will be required to have the following:

1. A Typing Certificate 50 wpm
2. A valid First Aid/CPR Certificate.

Adopted: March, 2 2005

Revised: March 19 2008

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry,

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national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

**The Rocklin Unified School District
Maintains a tobacco-free, drug-free environment**