



Secretary 5 / Alt Programs

Purpose Statement

The job of Secretary 5 / Alt Programs is done for the purpose/s of providing administrative and secretarial support to assigned administrators; monitoring assigned activities; interacting with employees, patrons and/or students; and providing information, recommendations and/or direction as requested by assigned administrator.

This job reports to YIC Director

Essential Functions

- Answers and/or initiates phone calls for the purpose of conveying and/or receiving information, screening calls, transferring calls, and/or taking messages.
- Compiles data from a wide variety of sources (e.g. student information, attendance records, time sheets, calendars, etc.) for the purpose of preparing reports, making recommendations; and/or preparing information for assigned administrator.
- Coordinates a wide variety of projects, functions and/or program components (e.g. meetings, in-service events, travel and accommodations, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Creates a course and assigns a teacher to teach it for the purpose of providing accredited classes to secure students.
- Delivers a variety of items (e.g. mail, packages, supplies, messages, etc.) for the purpose of distributing items to assigned locations and/or individuals.
- Greets the general public, students, and parents for the purpose of responding to inquires, and/or directing individuals to appropriate location in accordance with established building and security procedures.
- Maintains a wide variety of manual and electronic documents files and records (e.g. student records, financial records, reports, grades, transcripts, cums, test scores, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Maintains student attendance system (e.g. recording daily student attendance for both detention and secure students, adding and deleting students, etc.) for the purpose of complying with state reporting and documenting requirements and conveying attendance related information to appropriate parties.
- Monitors a wide variety of activities on behalf of assigned Administrator (e.g. program components, meeting arrangements, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Orders supplies and materials (e.g. office materials, textbooks, diplomas, tassels, etc.) for the purpose of maintaining availability of required items.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Performs enrollment and withdrawal activities (e.g. registering students, checking transcripts, forwarding transcripts, etc.) for the purpose of complying with established requirements.

- Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g. parole hearing reports, purchase orders, letters, memorandums, meeting minutes, periodic and ad-hoc reports, operational procedures, manuals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information on policies and procedures for the purpose of informing and/or training new personnel, student office workers, mentors, volunteers, and substitutes.
- Processes a wide variety of documents and materials (e.g. students transcripts, report cards, time sheets, work orders, requisitions, travel reimbursements, budget transfers, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Represents assigned Administrator in their absence for the purpose of conveying and/or gathering information required for their functions.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Schedules a wide variety of activities (e.g. appointments, meetings, etc.) for the purpose of making necessary arrangements for assigned administrator.
- Serves as a liaison between schools for the purpose of maintaining open communications.
- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects; performing basic bookkeeping and record keeping; interpersonal aptitude; and office practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; basic bookkeeping and accounting principles; business telephone etiquette; common office machines; and office practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with constant interruptions; and multi-tasking.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Pre-employment Proficiency Test

Certificates and Licenses

Continuing Educ. / Training

Occasionally as needed to perform changing essential functions of position

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

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