

**CARMEL UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION - CLASSIFIED**

POSITION: ADULT SCHOOL SECRETARY

RANGE: 17

A. PRIMARY FUNCTION

Under general supervision, to serve as secretary to the Adult School Principal; to perform varied clerical and accounting duties; and to do related work as assigned.

B. ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

1. Type letters composed independently or as instructed orally or by dictation.
2. Type class lessons for teachers.
3. Duplicate printed material.
4. Schedule appointments.
5. Receive class and visitors to the Adult School Office, answer questions and assist in maintaining positive public relations.
6. Prepare necessary State, County and attendance reports.
7. Prepare Adult School class schedules and newspaper publicity releases.
8. Compute payroll for Adult School teachers.
9. Maintain Adult School teacher files, including sick leave and notification of renewal of freedom from active tuberculosis testing.
10. Assist teachers in obtaining credentials.
11. Obtain substitute teachers when needed.
12. Prepare purchase order requests and maintain inventory control.
13. Register students.
14. Deposit money in bank.
15. Help obtain assignments for students on home teaching.
16. Assist with hiring of Adult School teachers.
17. Maintain class lists and calendar for evening use of high school rooms.

C. QUALIFICATIONS

1. Knowledge of:
 - a. Modern office methods, practices, procedures including filing systems, receptionist and telephone techniques, business forms, letter and report writing, proofreading and office equipment usage.
 - b. District policies and procedures.
 - c. Adult School laws and regulations.
2. Ability to:
 - a. Understand and apply attendance accounting rules, regulations and procedures.
 - b. Make arithmetical calculations with speed and accuracy.

- c. Operate and safely use modern office equipment required to perform job efficiently and effectively including adding machines, mimeograph and spirit duplicating machines, calculator, IBM composer, and computers.
- d. Type/keyboard at a rate of 45 words per minute.
- e. Follow oral and written directions.
- f. Maintain cooperative relationships with those contacted in the course of work with particular attention to positive public relations.
- g. Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.
- h. Use correct English usage, spelling, grammar and punctuation.

D. PHYSICAL REQUIREMENTS

Incorporated within one or more of the essential functions of this position are the following essential physical requirements:

- 1. Ability to see for purposes of reading instructions, labels and other printed matter and for the safe operation of equipment.
- 2. Ability to hear and understand speech at normal levels in person and/or on the telephone.
- 3. Ability to communicate so others will be able to clearly understand a normal conversation in person and/or on the telephone.
- 4. Ability to operate computer, typewriter, calculator, copy machine, telephone and other office equipment with dexterity and in a safe and efficient manner.
- 5. Ability to routinely lift/carry office supplies and printed materials weighing up to 25 pounds.

E. WORKING CONDITIONS

School office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching or kneeling to assist students and access files from ground level to 4.5 feet above the ground, pushing/pulling of file drawers, reaching in all directions and working at a computer and/or telephone for prolonged periods of time.