

Job Title: SECRETARY, BILINGUAL PROGRAM
Reports to: Director of Bilingual/ESL Education
Dept./School: Bilingual
Wage/Hour Status: Non-exempt
Date Revised: August 17, 2020

Primary Purpose

Organize and manage the routine work activities of an administrative department office and provide clerical services to the department head and other staff members.

QUALIFICATIONS

Education/Certification

High school diploma or GED

Special Knowledge/Skills

Proficient typing/word processing (minimum 35 WPM), and file maintenance

Effective communication and interpersonal skills

Basic math skills

Ability to use personal computer and software to develop spreadsheets and databases

Ability to do word processing

Ability to read, write and speak Spanish

Experience

Three years secretarial experience, preferably in a public education environment

MAJOR RESPONSIBILITIES AND DUTIES

Records, Reports, and Correspondence

1. Prepare correspondence, forms, reports, etc., for the department head and other department staff members using personal computer and typewriter.
2. Compile pertinent data as needed when preparing various state and local reports.
3. Maintain physical and computerized departmental files.
4. Maintain student records as needed.

Accounting

5. Perform routine bookkeeping tasks, including simple arithmetic operations, for the department.
6. Assist with the preparation of purchase orders and payment authorizations.
7. Monitor and process personnel time records including leave requests and reports; compile information and submit to central office.

Other

- 8. Answer incoming calls, take reliable messages, and route to appropriate staff.
- 9. Maintain a schedule of appointments and make travel arrangements for department staff.
- 10. Receive, sort, and distribute mail and other documents to department staff.
- 11. Assist with preparing supplies/materials/snacks for Bilingual/ESL Dept. staff development.
- 12. Assist in typing and inputting Bilingual/ESL curriculum/documents for on-line use.
- 13. Perform other duties assigned by supervisor.
- 14. Maintain confidentiality of information.

Supervisory Responsibilities

None

EQUIPMENT USED

Personal computer, typewriter, printer, calculator, copier, and fax machine.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.