

Farmersville Unified School District

JOB TITLE: (BILINGUAL) DISTRICT OFFICE SECRETARY

JOB DESCRIPTION

General Description:

Under the general supervision of the Director of M.O.T.F. and the Director of Human Resources or designee, operates a central station phone system to give information to the public; performs routine clerical work, receives callers and visitors.

Essential Duties:

- Operates multi-line telephone system
- Receives incoming calls and makes station connections, Directs calls.
- Takes and transmits messages.
- Gives information as requested, notifying interested parties of time and place of meetings
- Receives and gives information to callers and visitors
- Performs various tasks on computer
- Performs a variety of typing and general clerical work.
- Sorts and distributes mail
- Duplicates materials.
- Files reports, documents, etc.
- Orders supplies
- Processes Purchase Orders.
- Performs other related work as assigned by supervisor.
- Maintains Transportation records, logs, schedules daily trips.
- Maintain/input Inter-District/ Suspension records, Data, etc.
- Contact M.O.T. substitutes when employees are absent, and keep a log of employee's time off.
- Accurately inputs purchase order requisitions into computerized purchase order system; obtains appropriate signatures on requisitions and purchases orders; distributes purchase orders and files office copy; responds to vendors' requests for information.
- All other duties as assigned by Supervisors

Qualifications:

Skills/Knowledge of:

- Operation of multiple line telephone.
- Office methods, practices, and procedures
- Use computer applications, including word processing, spreadsheets, databases, Minisoft, SACS
- Type at a speed of 50 wpm.
- Understand and carry out oral and written directions.
- Use of a pleasing and gracious telephone/ front office personality
- Maintain cooperative relationships with those contacted in the course of work.
- Bilingual English/Spanish translating skills in speaking and writing (must pass district administered bilingual test).
- Standard English skills: spelling, grammar, composition.
- Prioritize projects.

Other Characteristics:

Willingness to:

- Use own transportation (must possess valid California driver's license).
- Cover for other office personnel
- Work overtime, when necessary.

Ability to:

- Maintain effective and professional relationships with administrators, staff, students, vendors and outside agencies
- Able to hear with or without use of hearing aid to talk on telephone.
- Eyesight corrected or uncorrected to read fine point and colored tabs.
- Able to speak in an understandable voice.
- Operate Equipment.
- Able to site for extended periods.
- Able to lift 40 lbs.

Education:

- High School graduate.

Experience:

- 2 years of general clerical experience.

Board Approved: April 17, 2007
CSEA Approved: April 17, 2007