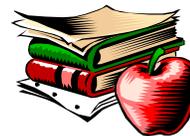




JOB DESCRIPTION

TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



Counseling Secretary II

Revised 7/11

DEFINITION

Under the supervision of the Assistant Principal for Pupil Personnel Services, types letters; keeps permanent record cards of student grades; handles all student transcripts - both in and out; does typing and filing; and other related duties as requested.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

- Act as a secretary to the Assistant Principal for Pupil Services. E
- Type letters, memos, etc. and act as a receptionist. E
- Provide routine information regarding counseling matters. E
- Maintain computer and standard filing system for permanent record cards of student grades. E
- Supervise preparation of all student transcripts, both in and out. E
- Perform general typing and filing. E
- Operate the counseling program and other data related computer programs. E
- Coordinate communications and activities between the counseling office, site, and district office as assigned. E
- Schedule appointments and coordinates meetings, sends out notices of meetings, and other activities as assigned. E
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education

High School Diploma or equivalent

Advanced courses in typing, word processing, and/or computer usage

Experience

Two years experience performing clerical work, preferably in a school setting.

Licenses and Other Requirements

DOJ and FBI fingerprint clearance

Negative TB test within the last four years

Type 40 words per minute

KNOWLEDGE AND ABILITIES

Knowledge of

- Reading and English communication skills.
- Basic computer skills with applications such as MS Word, MS Excel etc.
- Knowledge of general office procedures and office machines (computer, fax, and copier).
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

Ability to

1. Read, write, speak, and understand the English language.
2. Perform general secretarial and clerical duties with accuracy.
3. Learn specific rules, laws and policies quickly and to apply them with good judgment in a variety of procedural situations.

4. Type ordinary transcript or printed materials.
5. Communicate effectively both orally and in writing.
6. Maintain effective and cooperative relationships with teachers, students, administrators, parents, other employees, and the general public.
7. Plan and organize work, and meet schedules and timelines.
8. Train and provide work direction to student assistants as assigned.
9. Maintain comprehensive records related to students.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

- Indoor office environment subject to frequent interruptions.

Physical Demands

- Pushing, moving, and lifting objects with a strength factor of light work.
- Dexterity of hands and fingers to operate a variety of standard office equipment.
- Clarity of vision at varying distances.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Sitting and standing for extended periods of time.
- Lifting of objects with a strength factor of light work.
- Frequent sitting, standing, and walking.
- Reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies.
- Occasional bending, reaching, and stretching.
- Occasional pushing, pulling, and dragging.
- Occasional kneeling, crouching, and squatting.