



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



MOT Secretary
Revised 5/15

DEFINITION

Under the supervision of the Director of Facilities and Transportation Supervisor, the Maintenance, Operations, and Transportation Secretary performs complex and responsible clerical and business office work and assists in completing complex administrative tasks.

ESSENTIAL DUTIES

1. Perform a variety of complex clerical/secretarial services for the Director of Facilities and the Transportation Supervisor. *E*
2. Type a variety of reports and documents requiring independent assembly of information. *E*
3. Write reports in accordance with written or oral instructions. *E*
4. Maintain a variety of files and records. *E*
5. Open and route office mail. *E*
6. Receive visitors and answer the telephone. *E*
7. Provide information about procedures and regulations to staff and the public. *E*
8. Complete facility use reservation requests. *E*
9. Invoice and receive facility use payments. *E*
10. Make appointments and travel arrangements as directed. *E*
11. Make arrangements for meetings as directed. *E*
12. Maintain attendance records for Facilities and Transportation staff. *E*
13. Gather and submit employee leave forms to the Payroll Department. *E*
14. Maintain records of employee comp time. *E*
15. Organize and maintain district facility blueprints. *E*
16. Organize and maintain all files related to new construction, modernization, and remodel construction projects. *E*
17. Receive and prepare documents for signature including payment requests, invoices, contracts, change orders, and other project documents. *E*
18. Prepare and submit requisitions to the Business Office. *E*
19. Assist in coordinating the flow of communication between department personnel. *E*
20. Attend meetings and conferences as requested. *E*
21. Receive and prepare Project Tracking Numbers for Department of General Service. *E*
22. Receive and prepare documents/tracking information for PWC 100 Applications. *E*
23. Provide assistance with grant applications and associated documents. *E*
24. Receive and prepare uniform orders for transportation and maintenance staff. *E*
25. Receive and verify vehicle rental reports. *E*
26. Distribute district fuel cards and maintain log of district fuel card activity. *E*
27. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education

High School Diploma or equivalent

Experience

Three years of progressively responsible secretarial or clerical experience.

Licenses and Other Requirements

DOJ and FBI fingerprint clearance
Negative TB test within the last four years
Type 40 words per minute with accuracy
Valid California Driver's License

KNOWLEDGE AND ABILITIES

Knowledge of

1. Modern office methods of filing and clerical procedures.
2. Acceptable telephone etiquette.
3. Computer entry, storage, and retrieval functions.
4. Policies and procedures for receiving, completing, and filing documents in compliance with local, state, and federal regulations.
5. Record keeping techniques.
6. Basic computer skills with applications.
7. General office procedures and office machines (computer, fax, and copier).
8. Correct English usage, grammar, spelling, punctuation, and vocabulary.
9. Oral and written communication skills.
10. District policies, rules and regulations.

Ability to

1. Compose letters in acceptable style with minimal assistance.
2. Maintain a calendar of appointments.
3. Maintain an adequate filing system and be able to retrieve data quickly.
4. Take notes and records of meetings and conferences.
5. Be punctual and regular in attendance.
6. Maintain confidentiality in matters regarding employees and/or students.
7. Learn specific rules, regulations, laws, and policies quickly and apply them with good judgment in a variety of procedural matters without immediate supervision.
8. Use good judgment while recognizing the scope of authority.
9. Meet students, parents, staff, and the public tactfully and courteously.
10. Operate a computer and printer and other standard office machines.
11. Compile and maintain accurate and complete records and reports.
12. Understand and follow oral and written instructions.
13. Answer questions by telephone, in person, and e-mail in a respectful manner.
14. Create correspondence databases, spread sheets, and various publications.

PHYSICAL DEMANDS AND WORKING CONDITIONS

1. Indoor office environment subject to frequent interruptions.
2. Pushing, moving, and lifting objects with a strength factor of light work.
3. Dexterity of hands and fingers to operate a variety of standard office equipment.
4. Clarity of vision at varying distances.
5. Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
6. Sitting, standing, and walking for extended periods of time.
7. Reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies.
8. Occasional kneeling, crouching, and squatting.

Work Year: 260 Days

Salary: Range 9

FLSA Non Exempt