

Rialto Unified School District

SCHOOL SECRETARY

DEFINTION

Under the general supervision of a school site administrator, performs complex and responsible secretarial functions in an elementary school, middle school,ms | |

Ability to: Learn and interpret school and district policies, regulations and procedures; effectively and accurately operate microcomputers and software; draft correspondence independently; prepare comprehensive reports; make mathematical calculations with speed and accuracy; understand and follow oral and written directions; establish and maintain cooperative working relationships in a multi-tasking environment with frequent interruptions; display tact and diplomacy with persons of varied educational, cultural and socio-economic backgrounds; effectively operate a microcomputer and use appropriate application software applications.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

will frequently exert 20 to 30 pounds of force to lift, carry, push, pull ~~Technical - 6(1)(B) (1) (i) - 0.02 - 11(5) (1) - 8(5) -~~