

**MEMORANDUM OF UNDERSTANDING**

between

Placentia-Yorba Linda Unified School District

and

California School Employees Association and its Placentia-Yorba Linda Chapter # 293

June 21, 2018

This Memorandum of Understanding (MOU) is agreed upon between Placentia-Yorba Linda Unified School District (PYLUSD) and California School Employees Association (CSEA) and its Placentia-Yorba Linda Chapter #293 regarding the modification of qualifications for typing and dictation in the Secretarial Series of Job Descriptions.


The current qualifications and the proposed modifications are listed below for each of the affected positions in the job classification in the Secretarial Series.

**Secretarial Series**


<u>Job Classification</u>	<u>Current Requirements</u>		<u>Proposed Requirements</u>	
	<u>Typing</u>	<u>Dictation</u>	<u>Typing</u>	<u>Transcription</u>
School Secretary II	50	80		
School Secretary II Bilingual	50	80		
Secretary II	60	80	50	
Secretary II Bilingual	60	80	50	
Senior School Secretary	50	90 Preferred		
Senior School Secretary Bilingual	50	90 Preferred		
Senior Secretary	50	90 Preferred		Preferred
Senior Secretary Bilingual	50	90 Preferred		Preferred

The negotiated effects of changing the current typing and dictation requirements and for changing the requirement from dictation to transcription in this MOU are subject to ratification and shall become effective upon ratification by the parties.

Signed by:

  
\_\_\_\_\_  
Job Suarez, President  
CSEA and its Chapter #293

  
\_\_\_\_\_  
Nancy Blade, Director of Human Resources  
Placentia-Yorba Linda USD

  
\_\_\_\_\_  
Anthony Solis  
CSEA Labor Relations Representative

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
CLASSIFIED JOB DESCRIPTION

SCHOOL SECRETARY II

DEFINITION

To provide secretarial and clerical support to a junior high or continuation school Principal; to relieve the Principal of routine administrative details; work; and to provide information and assistance to students, parents, staff, and the public.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level administrative staff. May provide technical and functional supervision over part-time clerical staff or student assistants.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Provides secretarial support to a junior high or continuation school Principal. Serves as receptionist for the office; takes and refers messages for the principal and teachers. Provides information regarding school matters over the counter and by telephone. May take and transcribe dictation. Composes routine letters and memos independently. Coordinates substitute teacher assignments, completing all necessary forms and maintains records. Prepares all necessary forms for classified and certificated payroll; maintains records of all payroll information and distributes certificated and classified payroll. Processes incoming and outgoing mail. Coordinates arrangements for school and community activities held at the school; maintains use of facilities and custodial calendars. Prepares insurance claim forms for injured and insured students and staff. Prepares, submits, and updates master schedule and inputs to Data Services by use of computer terminal. Maintains updated Principal's calendar, master school calendar, and district calendar; scheduling meetings and appointments. Assists with students in Nurse's office when necessary. Assist in maintaining unit budget information on all departments; verifies data print out of actual accounts. Maintains general, student, special and confidential files. May maintain student body, activities, and revolving cash accounts. Keeps financial records utilizing appropriate budgeting practices and techniques. Performs secretarial and clerical work in support of a school office. Maintains complex clerical records. Researches, compiles, and prepares routine and complex reports. Performs complex secretarial and clerical work with speed and accuracy. May make bank deposits. May assist in the supervision of clerical staff and student office aides. Performs related duties as assigned.

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
School Secretary II (Continued)

QUALIFICATIONS

Knowledge and Abilities: Knowledge of modern office methods, practices, procedures, and equipment. Knowledge of office reception and telephone techniques. Knowledge of general recordkeeping practices. Knowledge of English usage, spelling, grammar, and punctuation. Ability to maintain clerical records. Ability to learn, interpret, and apply rules, regulations, and policies. Ability to make arithmetic calculations quickly and accurately. Ability to perform routine secretarial and clerical work with speed and accuracy. Ability to operate standard and specialized office equipment. Ability to understand and carry out oral and written directions. Ability to type at 50 WPM and dictation at 80 WPM. Knowledge of financial recordkeeping practices. Knowledge of business letter and report writing techniques. Knowledge of budgeting practices and methods. Ability to plan and perform secretarial and clerical work in support of a school office. Ability to maintain complex clerical records. Ability to research and compile information and prepare routine reports. Ability to perform complex secretarial and clerical work with speed and accuracy. Ability to establish and maintain cooperative working relationships with those contacted in the course of work. Ability to communicate effectively, both orally and in writing.

Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years secretarial experience.

Training:

Equivalent to completion of the twelfth grade supplemented by specialized secretarial or business school courses.

Reviewed and Agreed to by:

Incumbent: \_\_\_\_\_ Date:

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
CLASSIFIED JOB DESCRIPTION

**SCHOOL SECRETARY II – BILINGUAL**

DEFINITION

To provide secretarial and clerical support to a junior high or continuation school Principal; to relieve the Principal or routine administrative details; work; and to provide information and assistance to students, parents, staff and the public.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from high level administrative staff.

May provide technical and functional supervision over part-time clerical staff or student assistants.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Provide secretarial support to a junior high or continuation school Principal. Serve as receptionist for the office; takes and refers messages for the principal and teachers. Provide information regarding school matters over the counter and by telephone. May take and transcribe dictation. Compose routine letters and memos independently. Coordinates substitute teacher assignments, completing all necessary forms and maintain records. Prepare all necessary forms for classified and certificated payroll; maintains records of all payroll information and distributes certificates and classified payroll. Process incoming and outgoing mail. Coordinates arrangements for school and community activities held at the school; maintain use of facilities and custodial calendars. Prepares insurance claim forms for injured and insured students and staff. Prepare, submit and update master schedule and input to Data Services by use of computer terminal. Maintain updated Principal's calendar, master school calendar, and district calendar; scheduling meetings and appointments. Assist with students in Nurse's office when necessary. Assist in maintaining unit budget information on all departments; verifies data print out of actual accounts. Maintain general, student, special and confidential files. May maintain student body activities and revolving cash accounts. Keeps a financial record utilizing appropriate budgeting practices and techniques. Perform secretarial and clerical work in support of a school office. Maintain complex clerical records. Researches, compiles and prepares routine and complex reports. Perform complex secretarial and clerical work with speed and accuracy. May make bank deposits. May assist in the supervision of clerical staff and student office aides. Perform related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities

Literacy and fluency in a language other than English (i.e., Spanish, Vietnamese, etc.). Ability to establish and maintain effective communication with individuals whose primary

language is other than English. Ability to serve as interpreter and translator. Knowledge of modern office methods, practices, procedures and equipment. Knowledge of office reception and telephone techniques. Knowledge of general record-keeping practices. Knowledge of English and second language usage, spelling, grammar and punctuation. Ability to maintain clerical records. Ability to learn, interpret and apply rules, regulations and policies. Ability to make arithmetic calculations quickly and accurately. Ability to perform routine secretarial and clerical work with speed and accuracy. Ability to operate standard and specialized office equipment. Ability to understand and carry out oral and written directions. Ability to type at ~~60~~ 50 WPM. ~~Ability to take dictation at 80 WPM.~~ Knowledge of financial record-keeping practices. Knowledge of business letter and report writing techniques. Knowledge of budgeting practices and methods. Ability to plan and perform secretarial and clerical work in support of a school office. Ability to maintain complex clerical records. Ability to research and compile information and prepare routine reports. Ability to perform complex secretarial and clerical work with speed and accuracy. Ability to establish and maintain cooperative working relationships with those contacted in the course of work. Ability to communicate effectively, both orally and in writing.

#### EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

##### Experience

Two (2) years of secretarial experience.

##### Training

Equivalent to completion of the twelfth grade supplemented by specialized secretarial or business school courses.

#### SPECIAL REQUIREMENTS

Incumbents are required to pass the district proficiency test in the area to which assigned.

Reviewed and Agreed to by:

Incumbent: \_\_\_\_\_ Date: \_\_\_\_\_

BOARD APPROVED: DECEMBER 10, 1991

Revised 10/95

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
CLASSIFIED JOB DESCRIPTION

SENIOR SECRETARY

DEFINITION

To perform a wide variety of highly responsible secretarial duties in support of an assigned administrator; to plan and direct the work of assigned clerical staff; and to provide information and assistance to staff, faculty, students, and the public.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Secretary series. Positions assigned to this class are expected to perform highly complex secretarial and administrative duties in support of an administrator. Positions assigned to this class can be distinguished from lower level classes by responsibility for providing technical and functional supervision to assigned clerical staff, for assisting in developing and administering operation and program budgets and for providing advanced level secretarial support with very little guidance or direction. In addition, incumbents are expected to operate with great independence in planning, prioritizing, and directing their own work and the work of other office staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level administrative staff. Exercises technical and functional supervision over assigned clerical staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Performs a wide variety of complex secretarial work related to the office or function to which assigned. Acts as liaison between assigned administrator and various agencies, commissions, and the public. Plans, directs, and monitors the work of assigned clerical staff. Develops office practices and procedures and monitors information released to the public. Screens calls and visitors for administrator. Schedules and arranges meetings and events. Provides information to staff, students, and the public, independently applying and interpreting procedures and regulations. Receives a variety of information which may be of a sensitive nature. Composes correspondence; takes and transcribes dictation. Types a variety of materials, forms, reports, and correspondence. Maintains a variety of complex records and develops filing systems as appropriate. Maintains a variety of financial and statistical records and posts financial information to various accounts. Assists

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
Senior Secretary (Continued)

Examples of Duties (Continued)

in preparing and administering unit budget; prepares recommendations for expenditures and assists in developing budget projections. Researches information from a variety of sources, prepares reports, and develops presentations. Schedules and may attend meetings and conferences. Operates varied office equipment. Orders and maintains office supplies. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities: Knowledge of modern office methods, practices, procedures, and equipment. Knowledge of office reception and telephone techniques. Knowledge of recordkeeping and financial recordkeeping practices. Knowledge of English usage, spelling, grammar, and punctuation. Knowledge of business letter and report writing techniques. Knowledge of budgeting practices and methods. Ability to plan, direct, and perform secretarial and clerical operations involving multiple functions. Ability to maintain complex clerical records. Ability to research and compile information and prepare reports. Ability to learn, interpret, and apply rules, regulations, and policies. Ability to perform complex secretarial and clerical work with speech and accuracy. Ability to train and direct the work of assigned clerical staff. Ability to operate standard and specialized office equipment. Ability to understand and carry out oral and written directions. Ability to type at 50 WPM. Ability to take dictation at 90 WPM preferred **transcribe preferred**. Ability to establish and maintain cooperative working relationships with those contacted in the course of work. Ability to work effectively in the absence of supervision. Ability to communicate effectively, both orally and in writing.

Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible secretarial experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized secretarial or business school courses.

Reviewed and Agreed to by:

Incumbent: \_\_\_\_\_ Date:

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
CLASSIFIED JOB DESCRIPTION

**SENIOR SCHOOL SECRETARY - BILINGUAL**

DEFINITION

To serve as secretary to a high school Principal; to relieve the Principal of routine administrative details; to perform a wide variety of responsible clerical and secretarial duties; and to direct the work of clerical and secretarial staff in the school administrative offices.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the School Secretary series. Positions assigned to this class can be distinguished from lower level secretarial classes by performance of advanced level secretarial and routine administrative duties in support of a High School Principal. This broad scope of duties includes interpreting school and District policies and procedures for staff and outside contacts, assisting in developing the budget and monitoring various budget accounts, providing technical staff assistance to a large office staff and researching and compiling information for use by the Principal in reports and presentations. In addition, incumbents assigned to this class are expected to operate with greater independence, exercising a high degree of judgment in developing and choosing between alternative courses of action, performing and directing the work of the Principals office and representing the Principal to students, parents, and the public.

SUPERVISION RECEIVED AND EXERCISED

Receive direction from a high school Principal. Exercise technical and functional supervision over clerical and secretarial staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Acts as secretary to the Principal; takes and transcribes dictation; screens visitors and telephone calls. Maintain the Principal's files and appointment schedule. Prepare arrangements for meetings and other functions. Interviews callers and confers with parents and teachers in person or by telephone. Provide information to teachers, students, and the public on school and District policies and procedures. Arrange for necessary repairs to buildings and equipment. Assist Principal in preparation of annual school budget. Maintain budget records. Analyze reports, records, and other material for accuracy, completeness, and conformity with established standards. Composes correspondence or reports on own initiative from marginal notes, or from oral or written directions. Types a variety of materials, compiles reports and other materials requiring the use of independent judgment. Maintains records related to personnel matters including sick leave, vacation, and staff attendance. Prepares notices of employment for coaches and department chairs; maintains time records and coordinates with District payroll function. Prepares reports related to industrial accidents. Attend meetings and conferences as requested by the Principal. Schedule clinical supervision pre-conference, observation, and post-conference for teacher evaluations. Assist in preparing grant



proposals, reports, and confidential correspondence. Requisition supplies. Provides technical assistance to other secretarial and clerical staff; monitors workflow as required. May direct the work of student assistants. Perform related duties as assigned.

### QUALIFICATIONS

Knowledge and Abilities: Literacy and fluency in a language other than English (i.e., Spanish, Vietnamese, etc.). Ability to establish and maintain effective communication with individuals whose primary language is other than English. Ability to serve as an interpreter and translator. Knowledge of modern office methods, practices, procedures, and equipment. Knowledge of office reception and telephone techniques. Knowledge of record-keeping and financial record-keeping practices. Knowledge of English and second language usage, spelling, grammar, and punctuation. Knowledge of business letter and report writing techniques. Knowledge of budgeting practices and methods. Ability to plan, direct, and perform secretarial and clerical operations involving multiple functions. Ability to maintain complex clerical records. Ability to research and compile information and prepare routine reports. Ability to learn, interpret, and apply rules, regulations, and policies. Ability to perform complex secretarial and clerical work with speed and accuracy. Ability to train and direct the work of other secretarial and clerical staff in a multiple office operation. Ability to operate standard and specialized office equipment. Ability to understand and carry out oral and written directions. Ability to type at 50 WPM. Ability to take dictation at 90 WPM preferred. Ability to establish and maintain cooperative working relationships with those contacted in the course of work. Ability to work effectively in the absence of supervision. Ability to communicate effectively, both orally and in writing.

### Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### Experience:

- Three years of increasingly responsible secretarial experience in a school setting.

#### Training:

Equivalent to the completion of the twelfth grade supplemented by specialized secretarial or business school courses.

### SPECIAL REQUIREMENT

Incumbents are required to pass the district proficiency test in the area to which assigned.

Reviewed and Agreed to by:

Incumbent: \_\_\_\_\_ Date: \_\_\_\_\_  
BOARD APPROVED: DECEMBER 10, 1991

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
CLASSIFIED JOB DESCRIPTION

SENIOR SCHOOL SECRETARY

DEFINITION

To serve as secretary to a high school Principal; to relieve the Principal of routine administrative details; to perform a wide variety of responsible clerical and secretarial duties; and to direct the work of clerical and secretarial staff in the school administrative offices.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the School Secretary series. Positions assigned to this class can be distinguished from lower level secretarial classes by performance of advanced level secretarial and routine administrative duties in support of a High School Principal. This broad scope of duties includes interpreting school and District policies and procedures for staff and outside contacts, assisting in developing the budget and monitoring various budget accounts, providing technical staff assistance to a large office staff and researching and compiling information for use by the Principal in reports and presentations. In addition, incumbents assigned to this class are expected to operate with greater independence, exercising a high degree of judgment in developing and choosing between alternative courses of action, performing and directing the work of the Principals office and representing the Principal to students, parents, and the public.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a high school Principal. Exercises technical and functional supervision over clerical and secretarial staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Acts as secretary to the Principal; takes and transcribes dictation; screens visitors and telephone calls. Maintains the Principal's files and appointment schedule. Prepares arrangements for meetings and other functions. Interviews callers and confers with parents and teachers in person or by telephone. Provides information to teachers, students, and the public on school and District policies and procedures. Arranges for necessary repairs to buildings and equipment. Assists Principal in preparation of annual school budget. Maintains budget records. Analyzes reports, records, and other material for accuracy, completeness, and conformity with established standards. Composes correspondence or reports on own initiative,

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
Senior School Secretary (Continued)

EXAMPLES OF DUTIES (Continued)

from marginal notes, or from oral or written directions. Types a variety of materials, compiles reports and other materials requiring the use of independent judgment. Maintains records related to personnel matters including sick leave, vacation, and staff attendance. Prepares notices of employment for coaches and department chairs; maintains time records and coordinates with District payroll function. Prepares reports related to industrial accidents. Attends meetings and conferences as requested by the Principal. Schedules clinical supervision pre-conferences, observations and post-conferences for teacher evaluations. Assist in preparing grant proposals, reports, and confidential correspondence. Requisitions supplies. Provides technical assistance to other secretarial and clerical staff; monitors workflow as required. May direct the work of student assistants. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities: Knowledge of modern office methods, practices, procedures, and equipment. Knowledge of office reception and telephone techniques. Knowledge of English usage, spelling, grammar, and punctuation. Knowledge of business letter and report writing techniques. Knowledge of budgeting practices and methods. Ability to plan, direct, and perform secretarial and clerical operations involving multiple functions. Ability to maintain complex clerical records. Ability to research and compile information and prepare routine reports. Ability to learn, interpret, and apply rules, regulations, and policies. Ability to perform complex secretarial and clerical work with speed and accuracy. Ability to train and direct the work of other secretarial and clerical staff in a multiple office operation. Ability to operate standard and specialized office equipment. Ability to understand and carry out oral and written directions. Ability to type at 50 WPM. ~~Ability to take dictation at 90 WPM preferred.~~ Ability to establish and maintain cooperative working relationships with those contacted in the course of work. Ability to work effectively in the absence of supervision. Ability to communicate effectively, both orally and in writing.

Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible secretarial experience in a school setting.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized secretarial or business school courses.

Reviewed and Agreed to by:

Incumbent: \_\_\_\_\_ Date:

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
CLASSIFIED JOB DESCRIPTION

SECRETARY II

DEFINITION

To perform a wide variety of secretarial and clerical duties in support of an assigned office and staff; and to provide information and assistance to staff, faculty, students, and the public.

DISTINGUISHING CHARACTERISTICS

Work assigned to this class can be distinguished from the lower level by responsibilities which are more varied, technical, and confidential in nature. Incumbents assigned to this class are expected to operate with initiative and independence within established guidelines and to learn and apply policies and procedures of the office or function to which assigned. Appointment to this class required that the incumbent be performing the full range of duties with independence and meet the qualification standards of the class.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level administrative staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Performs a wide variety of secretarial and clerical work related to the office or function to which assigned. Serves as receptionist receiving visitors and taking calls. Provides information to staff, students and the public, applying and interpreting procedures and regulations within prescribed guidelines. Receives a variety of information which may be of a sensitive nature. Composes correspondence; takes and transcribes dictation. Types a variety of materials, forms, reports, and correspondence. Maintains a variety of complex records and develops filing systems as appropriate. Maintains a variety of financial and statistical records and posts financial information to various accounts; monitors and tracks expenditures. Compiles information and formats and prepares reports. Keeps financial records utilizing appropriate budgeting practices and techniques. Performs secretarial and clerical work in support of an office. Maintains complex clerical records. Researches, compiles, and prepares routine and complex reports. Performs complex secretarial and clerical work with speed and accuracy. Schedules and may attend meetings and conferences. Operates varied office

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
Secretary II (Continued)

Examples of Duties (Continued)

equipment. Orders and maintains office supplies. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities: Knowledge of modern office methods, practices, procedures, and equipment. Knowledge of office reception and telephone techniques. Knowledge of general recordkeeping practices. Knowledge of English usage, spelling, grammar, and punctuation. Ability to maintain clerical records. Ability to learn, interpret, and apply rules, regulations, and policies. Ability to make arithmetic calculations quickly and accurately. Ability to perform routine secretarial and clerical work with speed and accuracy. Ability to operate standard and specialized office equipment. Ability to understand and carry out oral and written directions. Ability to type at 50 WPM. Knowledge of financial recordkeeping practices. Knowledge of business letter and report writing techniques. Knowledge of budgeting practices and methods. Ability to plan and perform secretarial and clerical work in support of an office. Ability to maintain complex clerical records. Ability to research and compile information and prepare routine reports. Ability to perform complex secretarial and clerical work with speed and accuracy. Ability to work effectively in the absence of supervision. Ability to establish and maintain cooperative working relationships with those contacted in the course of work. Ability to communicate effectively, both orally and in writing.

Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years secretarial experience.

Training:

Equivalent to completion of the twelfth grade supplemented by specialized secretarial or business school courses.

Reviewed and Agreed to by:

Incumbent: \_\_\_\_\_ Date:

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
CLASSIFIED JOB DESCRIPTION

**SENIOR SECRETARY - BILINGUAL**

**DEFINITION**

To perform a wide variety of highly responsible secretarial duties in support of an assigned administrator; to plan and direct the work of assigned clerical staff; and to provide information and assistance to staff, faculty, students and the public.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the Secretary series. Positions assigned to this class are expected to perform highly complex secretarial and administrative duties in support of an administrator. Positions assigned to this class can be distinguished from lower level classes by responsibility for providing technical and functional supervision to assigned clerical staff, for assisting in developing and administering operation and program budgets and for providing advanced level secretarial support with very little guidance or direction. In addition, incumbents are expected to operate with great independence in planning, prioritizing and directing their own work and the work of other office staff.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from higher level administrative staff.  
Exercises technical and functional supervision over assigned clerical staff.

**EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

Performs a wide variety of complex secretarial work related to the office or function to which assigned. Acts as liaison between assigned administrator and various agencies, commissions and the public. Plans, directs and monitors the work of assigned clerical staff. Develops office practices and procedures and monitors information released to the public. Screens calls and visitors for administrator. Schedules and arranges meetings and events. Provides information to staff, students and the public, independently applying and interpreting procedures and regulations. Receives a variety of information which may be of a sensitive nature. Composes correspondence; may take and transcribe dictation. Types a variety of materials, forms, reports and correspondence. Maintains a variety of complex records and develops filing systems as appropriate. Maintains a variety of financial and statistical records and posts financial information to various accounts. Assists in preparing and administering unit budget; prepares recommendations for expenditures and assists in developing budget projections. Researches information from a variety of sources, prepares reports and develops presentations. Schedules and may attend meetings and conferences. Operates varied office equipment. Orders and maintains office supplies. Performs related duties as assigned.

**QUALIFICATIONS:**

**Knowledge and Abilities:** Literacy and fluency in a language other than English (i.e., Spanish, Vietnamese, etc.). Ability to establish and maintain effective communication with individuals whose primary language is other than English. Ability to serve as an interpreter and translator. Knowledge of modern office methods, practices, procedures and equipment. Knowledge of office reception and telephone techniques. Knowledge of record-keeping and financial record-keeping practices. Knowledge of English and second language usage, spelling, grammar and punctuation. Knowledge of business letter and report writing techniques. Knowledge of budgeting practices and methods. Ability to plan, direct and perform secretarial and clerical operations involving multiple functions. Ability to maintain complex clerical records. Ability to research and compile information and prepare reports. Ability to learn, interpret and apply rules, regulations and policies. Ability to perform complex secretarial and clerical work with speed and accuracy. Ability to train and direct the work of assigned clerical staff. Ability to operate standard and specialized office equipment. Ability to understand and carry out oral and written directions. Ability to type at 50 WPM. Ability to ~~take dictation at 90 WPM preferred~~ **transcribe preferred**. Ability to establish and maintain cooperative working relationships with those contacted in the course of work. Ability to work effectively in the absence of supervision. Ability to communicate effectively, both orally and in writing.

PLACENTIA LINDA UNIFIED SCHOOL DISTRICT  
CLASSIFIED JOB DESCRIPTION

**SENIOR SECRETARY - BILINGUAL**

**Experience and Training Guidelines**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Three (3) years of increasingly responsible secretarial experience.

**Training:** Equivalent to the completion of the twelfth grade supplemented by specialized secretarial or business school courses.

**SPECIAL REQUIREMENTS:**

Incumbents are required to pass the district proficiency test in the area to which assigned.

Reviewed and Agreed to by:

Incumbent: \_\_\_\_\_ Date: \_\_\_\_\_

BOARD APPROVED: DECEMBER 10, 1991  
Revised 10/95