

**North Monterey County Unified School District**  
**CLASSIFIED POSITION DESCRIPTION**

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Position Title:	<b>DISTRICT PROGRAM SECRETARY-BILINGUAL</b>
Job Family:	Clerical/Secretarial Support
Reports to:	Site Administrator
Salary Level:	Range 25
Calendar:	Classified 12 Month

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**SUMMARY:**

Under the direction of the Site Administrator, perform varied and responsible secretarial and administrative duties to support assigned department and program; plan, coordinate and organize office activities and coordinate flow of communications and information for Site Administrator; prepare and maintain a variety of manual and automated records and reports related to assigned department and activities; edit and proofread translated materials and reports and directs information for further action and additional comment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform varied and responsible secretarial and administrative assistant duties including preparing reports, documents, spreadsheets and related materials as needed; plan, coordinate and organize office activities and coordinate flow of communications and information; ensure smooth and efficient office operations.
- Enroll and maintain record of students, families and assigned program participants for eligibility for state and county level programs and services; verify and enter information into databases and ensure that students meet state regulations for immunizations and health requirements; compile and maintain class lists ad student count and prepare monthly student attendance records as assigned by the position.
- Monitor staff to student ratio at school site and prepare for the need for school substitute teachers; prepare and submit reports on program compliance to school administrator and state monitors; track and maintain records of staff attendance; verify supplemental hours; code and submit report for supplemental timesheets for pay and leave requests.
- Prepare lists of fees to be paid and prepare records to ensure proper payment is received and deposits made; provide tracking information and prepare and maintain a variety of records, logs and reports related to programs, students, financial activity, budgets, attendance, staff, projects and assigned duties; establish and maintain filing systems; revise, verify, proofread and edit a variety of documents.
- Perform public relations and communication services; receive, screen and route telephone calls; take, retrieve and relay messages as needed; schedule and arrange appointments, conferences and other events(ie., in English and Spanish)
- Edit and proofread translated materials (ie., English to Spanish or Spanish to English) and reports and directs information for further action and additional comment
- Receive visitors, including administrators, staff, parents and the public; provide information or direct to appropriate personnel; exercise independent judgment in resolving a variety of issues; refer difficult issues to appropriate staff as needed; provide technical information and assistance related to department operations and related laws, rules, regulations, policies and procedures.
- Input a variety of data into an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets, manipulate data and generate various computerized lists and reports as requested; assure accuracy of input and output data.
- Compose, independently or from oral instructions, note or rough draft, a variety of materials such as inter-office communications, forms, letters, memoranda, bulletins, agenda items, labels, fliers, requisitions, handbooks, newsletters, brochures, certificates, contracts and other materials; format materials to meet program and office needs(ie., in English and Spanish)

- Research, compile and verify a variety of data and information; compute statistical information for various reports as necessary; process a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed.
- Coordinate, schedule and attend a variety of meetings, workshops and special events; prepare and send out notices of meetings; compile and prepare agenda items and other required information for meetings, workshops and other events; set up equipment and supplies for meetings and other events as needed; take, transcribe and distribute minutes as directed.
- Perform a variety of clerical accounting duties in support of assigned program or office as assigned; monitor funds for income and expenditures; assist in assuring expenditures to do not exceed established budget limitations as assigned; calculate, prepare and revise accounting and budgetary data; balance and reconcile assigned accounts and budgets as required.
- Perform special projects and prepare various forms and reports on behalf of the assigned director; attend to administrative details on special matters as assigned.
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
- Receive, sort and distribute mail; prepare and distribute informational packets and bulk mailings as directed.
- Maintain appointment and activity schedules and calendars; coordinate travel arrangements and hotel reservations as necessary; reserve facilities and equipment for meetings and other events as needed.
- Monitor inventory levels of office and designated supplies; order, receive and maintain appropriate levels of inventory as required; prepare, process and code purchase orders and invoices as assigned; arrange for billings and payments as directed.
- Collect various monies and fees for assigned office or programs as required; prepare deposits as directed.

**Other Duties:**

- Perform related duties as assigned.

**REQUIRED QUALIFICATIONS:**

**Education and Experience:**

Any combination equivalent to: graduation from high school and four years of clerical or secretarial experience involving frequent public contact.

**Licenses and other Requirements:**

- Valid California Driver's License with proof of insurance.
- Incumbents must be able to speak, read and write in English and a designated second language.

**Knowledge of:**

- Department organization, operations, policies and objectives.
- Bilingual/biliterate in a designated second language with written and verbal translation capability.
- Policies and objectives of assigned programs and activities.
- Terminology, practices and procedures of assigned school.
- Record-keeping and filing techniques.
- Business letter and report writing, editing and proofreading.
- Telephone techniques and etiquette.
- Methods, procedures and terminology used in clerical accounting work.
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Data control procedures and data entry operations.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Methods of collecting and organizing data and information.

- Mathematic calculations.

Ability to:

- Perform varied and responsible secretarial and administrative assistant duties.
- Assist Spanish speakers calling or visiting the school site or District offices.
- Direct and assist parents and members of the community with information and access to appropriate staff.
- Assist in arranging translation services for families of various cultural backgrounds.
- Plan, coordinate and organize office activities and coordinate flow of communications and information.
- Ensure smooth and efficient office operations.
- Read, write, translate and interpret English and a designated second language.
- Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Compose correspondence and written materials independently or from oral instructions.
- Perform a variety of clerical accounting duties in support of assigned department or program.
- Type or input data at an acceptable rate of speed.
- Answer telephones and greet the public courteously.
- Complete work with many interruptions.
- Compile and verify data and prepare reports.
- Maintain a variety of records, logs and files.
- Utilize a computer to input data, maintain automated records and generate computerized reports.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Add, subtract, multiply and divide with speed and accuracy.

**DESIRED QUALIFICATIONS:**

- Experience with current computer office related software.
- Two or four-year college degree.

**WORKING CONDITIONS:**

Work Environment:

- Office environment.
- Constant interruptions.

Physical Demands:

- Hearing and speaking to exchange information in person or on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Bending the waist, kneeling or crouching to file and retrieve materials.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.*

**CSEA and DISTRICT AGREEMENT**

CSEA  DATE 6-12-18

DISTRICT  DATE 4/12/18

Board Approved: May 24, 2018