



REVISED:
07/12/2004

JOB TITLE:	SECRETARY/BOOKKEEPER I
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IA, GRADE 4
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8680
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for secretarial and bookkeeping duties, i.e., typing, filing, scheduling appointments, taking minutes, answering phones, ordering and receiving supplies, maintaining ledger of accounts and financial transactions, and maintaining budgets. Hours of work are flexible.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Performs clerical and secretarial duties including filing, typing and transcribing documents, correspondence and form letters reviewing materials for typographic accuracy and proper format

Maintains accurate financial records in accordance with generally accepted bookkeeping and accounting principles and district prescribed procedures

Prepares and maintains all accounts, records and documents for the cost center budget; including preparations of all requisitions, purchase orders and receiving tickets, etc

Opens, sorts, and catalogs incoming mail and other written communications making appropriate distribution; maintains a pending file

Receives, initiates, and facilitates telephone communications responding to routine requests which have standard answers while referring technical calls and requests to appropriate staff

Operates standard office equipment machines including computers, typewriter, adding machine, calculator, copier, and other office machines as required

Maintains supervisor's calendar, makes appointments and arranges for meetings as directed by supervisor

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years successful clerical experience in an office environment.

Typing/transcription skills

Data processing skills

Excellent communication skills

DESIRABLE QUALIFICATIONS

Successful secretarial experience

Knowledge of mathematical functions to perform accurate computations

General office skills

