



REVISED: 07/17/2019  
 Submitted: 07/16/2019

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., word processing, 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, word processing 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, adding machine, calculator, copier, and other office machines as required
- Maintains supervisor's calendar, makes appointments and arranges for meetings as directed by supervisor
- Completes all trainings and other compliance requirements as assignment by the designated deadline
- 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 of successful clerical experience in an office environment
- Word processing/transcription skills
- Data processing skills
- Excellent communication skills

**DESIRABLE QUALIFICATIONS**

- Successful secretarial experience
- Knowledge of mathematical functions to perform accurate computations

General office skills
Experience in a diverse workplace