

**LIBERTY UNION HIGH SCHOOL DISTRICT**  
**DISTRICT SECRETARY/RECEPTIONIST**

**DEFINITION**

Under general supervision, to perform a wide variety of specialized clerical and secretarial work according to prescribed procedures and/or instructions within broadly defined policies; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class require the efficient use of the computer and other office equipment for projects and daily activities related primarily, but not limited to, Administrative Services, Special Services, Human Resources and Business Services. Individuals are required to maintain professional etiquette in efficiently answering all in-coming District calls and assisting visitors.

**EXAMPLES OF DUTIES**

Performs a wide variety of clerical work related to the special operational areas to which assigned; receives visitors, takes calls and gives out information where judgment, knowledge and interpretation of procedures and regulations are necessary; composes correspondence with only general direction and review; takes varied and difficult notes; types a variety of documents as needed; posts information on records where selection is based on a good knowledge of the use and purpose of the records; prepares periodic reports which involve searching out materials from various sources and working out details of presentation; makes arrangements for and schedules meetings and conferences; maintains calendars for conference rooms, board room and district vehicle use; may attend committee and other meetings and take and transcribe summary minutes; keeps financial and statistical records; sets up, revises and supervises the maintenance of filing systems; operates varied office equipment; organizes, maintains, researches and updates a variety of files; distributes information to a variety of sources by memo, telephone and through publications; prepares programming documentation; functions as liaison between supervisor and other agencies; delivers materials to other agencies as necessary; prepares special reports and forms; composes technical and interoffice memos; types letters, budget sheets and memos; proofreads publications; codes a variety of forms; prepares supply requisitions for programs; answers inquiries from employees.

**QUALIFICATIONS**

**Knowledge of:**

Current computer software and programs;  
Correct English usage, grammar and punctuation;  
Standard office equipment/technology.

**Ability to:**

Perform high level clerical work with accuracy and speed;  
Prioritize projects and deadlines;  
Maintain confidentiality;  
Compile, maintain and submit accurate and complete records and reports;  
Make arithmetical calculations quickly and accurately;  
Type a net corrected speed of 60 wpm;  
Carry out oral and written directions independently;  
Maintain cooperative relationships with those contacted in the course of work;  
Deal effectively with a wide variety of personalities in situations requiring diplomacy, friendliness, poise, tact and good judgement.

**Experience:**

Three years of increasingly responsible experience in general clerical and secretarial work.

**Education:**

Equivalent to the completion of the twelfth grade, preferably including or supplemented by business courses.