



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

JOB TITLE: **Secretary III (IS&T)**

Position Type: <b>Classified</b>	Department: <b>Information Services &amp; Technology</b>
Salary Schedule: <b>Classified</b>	Reports to: <b>IS&amp;T Managers</b>
Salary Range: <b>Range 26</b>	
Term of Employment: <b>12 months</b>	Date: <b>December 10, 2021</b>
Shift: <b>Day</b>	Approve by: <b>Human Resources</b>

### **POSITION SUMMARY:**

Assists the IS&T Managers by performing a variety of office duties and communication tasks related to the functions of IS&T.

*To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **ESSENTIAL FUNCTIONS:**

- Provides and receives information requiring some judgment or discretion regarding current and specific business of work system by computer, telephone, or in person.
- Records notes by abbreviated writing from oral dictation or as a recording secretary to a group.
- Transcribes and types correspondence, reports, minutes, or other recorded narrative from rough draft/dictation, equipment/notes.
- Compiles and prepares various letters, memoranda, forms, files, board agenda items, reports and records from a variety of reference sources requiring some judgment or discretion.
- Prepares composition of various reports and communication for all department functions as directed.
- Creates and maintains manual and computerized files.
- Opens, separates, prioritizes, screens, and distributes mail according to a prescribed plan.
- Answers, screens and directs telephone calls and maintains various telephone pre-recorded messages for hours/days the office is closed for various reasons.
- Makes conference and travel arrangements as needed.

- Attends staff meetings, gives and receives information, as required.
- Orders, receives and distributes supplies.
- Assist time logs on Kronos, absences (Frontline) and time-off calendar for all IS&T office employees.
- Manage inventory and coordination of equipment transfers.
- Compiles and/or types a variety of forms, reports and records from various reference sources.
- Assists in maintaining official permanent records.
- Composes correspondence dealing with subject matter in ways that require some judgment or discretion, as assigned.
- Assists administrators and staff with concerns or questions and directs to appropriate person/department.
- Identifies resources, people, companies, county and state agency's as needed.
- Prepares, records, maintains and distributes appropriate forms, reports and records, supplies and other items from a variety of specified sources.
- Compiles and sorts documents, such as invoices and checks, substantiating business transactions.
- Carries out research assignments, gathers and compiles data.
- Assist in maintaining accurate student-related data, student registration and enrollment.

**MARGINAL DUTIES:**

- Other job related duties as assigned by the supervisors.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have good, logical thinking skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Advanced proficiency in the use of computers.

**CERTIFICATE, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

**EDUCATION AND/OR EXPERIENCE:**

- High school diploma or general education degree (GED).
- One to three months related experience and/or training.
- Equivalent combination of education and experience.

**PHYSICAL DEMANDS:**

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*