



JOB DESCRIPTION

JOB TITLE: **Secretary III (Graphic Communications)**

Position Type: Classified	Department: Graphic Communications
Salary Schedule: Classified	Reports to: Graphic Communications Manager
Salary Range: Range 26	
Term of Employment: 12 Months	Date: June 8, 2017
Shift: Day	Approve by: Human Resources

POSITION SUMMARY:

Assists the Graphic Communications Manager by performing a variety of office duties and communication tasks related to the functions of Graphic Communications.

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 and orders supplies for office as needed.
- Attends staff meetings, gives and receives information, as required.
- Orders, receives and distributes supplies.
- Maintains time logs on Kronos, absences (AESOP), for Graphic Communications office employees, and time-off calendar for all Graphic Communications office employees.
- Manage inventory and coordination of equipment transfers.
- Compiles and/or types a variety of forms, reports and records from various reference sources.
- 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 agencies as needed.
- Prepares, records, maintains and distributes appropriate forms, reports and records, supplies and other items from a variety of specified sources.
- Compiles and/or sorts documents, such as invoices, estimates and checks, substantiating business transactions.
- Carries out research assignments, gathers and compiles data.
- Makes bank deposits.

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.
- Ability to use specialized software (PrintSmith) used in Graphic Communications.

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.
- One to three years' experience in print, copy, bindery and graphic design.
- One to three years' experience using PrintSmith software.

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 55 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.