

Duty Statement

Secretary

1. Performs a variety of clerical and secretarial functions in support of a school office. (Code 1)
2. Prepares student enrollment packets inserting flyers regarding Medi-Cal and/or Health Families information. (Code 4)
3. Makes available information regarding health and Medi-Cal services to students, their families, and other service providers, and directing them to the local Medi-Cal eligibility office. (Code 4, 6)
4. Independently composes letters, memoranda and bulletins as directed. (Code 1)
5. Types referrals for Medi-Cal covered services to health professionals, both within the district and with outside agencies to meet the needs of students and families. (Code 4, 8)
6. Coordinates and facilitates communications and serves as a liaison between the office, parents, students, school sites, community organizations, and the general public. (Code 1)
7. Initiates and receives telephone calls; screens calls; takes and relays messages; explains office or program policies and procedures; provides technical information concerning policies and procedures of assigned program or office according to established guidelines; resolves issues as appropriate. (Code 1, 16)
8. Schedules and coordinates meetings, appointments and conferences for administrative personnel and teachers; maintains assigned calendars. (Code 1)
9. Prepares referral, suspension and expulsion forms and reports; mails suspension letters to parents; prepares and distributes suspension list; maintains student discipline files; assembles and mails expulsion packets to the district offices. (Codes 1, 3)
10. Compiles, prepares and maintains various school office and budget records and consolidates reports as directed. (Code 16)
11. Arranges for or provides translation services (oral, written and signing) that assist the individual to access and understand necessary care or treatment covered by Medi-Cal. (Code 12)
12. Assists families in gathering information that may be necessary to complete the Medi-Cal/Healthy Families application or for the re-determination process. (Code 6)
13. Assists families with the Healthy Families and/or Medi-Cal application process. (Code 6)

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14. Inputs a wide variety of information into computerized database and generates a variety of reports and lists; assures the timely distribution and receipt of a variety of records and reports; requests or provides information as necessary to assure completeness and accuracy. (Code 1)
15. Maintains rosters, schedules and activity calendars as assigned. (Code 1)
16. Sorts and files materials according to established procedures; establishes, maintains and purges records, logs and various files. (Code 1)
17. Operates a variety of office equipment including a computer, typewriter, copier and fax machine. (Code 1)
18. Attends meetings on MAA Program; completes quarterly MAA time survey form. Assists with administration & coordination of the MAA program. (Code 15)
19. Prepare crime reports as assigned by the position; submits reports to appropriate departments. (Code 1)
20. Participates in registration and graduation activities as requested; distribute related forms; respond to inquiries. (Code 1, 3)
21. Assists families by scheduling or arranging for transportation to Medi-Cal covered services. (Code 10)
22. Arranges for or provides translation services (oral, written, or signing) that assist the individual in accessing or understanding Medi-Cal covered services. (Code 12)
23. Monitors or schedules ongoing appointments for Medi-Cal covered services as required by IEP's. (Code 8)
24. Updates resource directory of Medi-Cal service providers. (Code 14)
25. Paid time off including paid lunches, breaks, holidays, jury duty, sick, bereavement or vacation leave. (Code 16)
26. Coordinating, participating in or presenting trainings necessary to clarify site and district policy, procedures or issues related to employees. (Code 16)
27. Reviewing school policies, procedures, or rules. (Code 16)
28. Evaluation of employee performance. (Code 16)
29. Completing personal mileage and expense claims. (Code 16)
30. Attending or facilitating school or unit staff meetings, board meetings, or required in-service trainings and events (not related to curriculum, instruction or students) (Code 16)