

## ADMINISTRATIVE SECRETARY II

### DEFINITION

Under direction, performs complex and responsible secretarial and clerical functions; relieves an executive level administrator of clerical and administrative detail by coordinating, organizing and participating in the various operational aspects of the administrator's assignment; performs other related work as assigned and/or required.

### ESSENTIAL DUTIES

- acts as a personal secretary and office management assistant, working with a variety of sensitive and privileged matters and materials
- coordinates staff responsibilities in the administrator's office, including the organization, planning, layout, and development of assignment time lines
- prepares or coordinates the preparation of information and data requested for administrative review
- arranges correspondence in the order of a predetermined priority; provides appropriate reference materials to facilitate administrator's response
- independently, or according to general instructions, composes correspondence, including letters and memoranda concerning a wide range of privileged, confidential and/or sensitive matters, which require a thorough knowledge of policies, regulations, and operational procedures
- reviews outgoing correspondence and other materials for consistency with policies, regulations, operational procedures, formatting, grammatical construction, and punctuation
- takes notes and transcribes them; drafts summaries of meetings and conferences
- receives and responds to inquiries from office visitors or from telephone contacts
- assembles, reviews, and prepares items for School Board agenda
- prepares input data for a computerized record management, storage and retrieval system; utilizes reports in office operation
- maintains a variety of records and files which may include student, personnel, budget, expenditure, payroll, and other related subject information
- supervises, schedules, and organizes the clerical functions of the office; provides input concerning the performance evaluation of other assigned staff
- assists with budget planning and expenditure control processes
- operates a personal computer and a variety of application software packages
- performs other related tasks as assigned

### QUALIFICATIONS

**Knowledge of:** Organization and coordination of specialized and responsible secretarial/clerical functions; modern office methods and equipment, including automated record management, filing and retrieval systems, personal computer terminal operation, receptionist and telephone techniques, correspondence and report writing; English usage, grammar, spelling, and punctuation; basic methods and techniques of organization and planning; effective and efficient communication techniques, strategies and procedures.

**For bilingual positions: knowledge of written and oral Spanish. Bilingual/Biliterate positions require proficiency in both oral and written Spanish and may require translating from English to Spanish and from Spanish to English.**

**Ability to:** Learn, interpret and apply legal mandates, policies, rules, regulations and operational procedures; assume responsibility for routine administrative detail, including the organization and coordination of the clerical activities of the supervisor's office; compose correspondence independently; establish and maintain comprehensive and accurate files and records; prepare accurate and complete reports, including items submitted to the Board of Education for approval/ratification; effectively operate a micro-computer and use appropriate software applications; take notes and transcribe accurately, or use transcription equipment effectively; prepare various written materials; make mathematical calculations with speed and accuracy; understand and follow oral and written directions; develop and maintain positive, cooperative interpersonal relationships with administrators, community members, and co-workers; remain flexible and work effectively in a multi-task office environment with stringent deadlines, frequent interruptions, and changes in task priorities.

### **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that persons within this classification must perform in carrying out essential job functions.

- will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but may walk or stand for extended periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing written and oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

**Experience:** Four years of highly responsible and varied executive secretarial experience, preferably in an educational organization.

**Education:** Verification of a High School diploma, a GED certificate, or a higher degree. Supplemental college level course work in office management, advanced secretarial skill areas, public relations, or related areas is desirable.

**License Requirement:** Possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment:** Insurability by the District's liability insurance carrier.

**2/2008**