

SECRETARY II

DEFINITION

Under the direction of the immediate supervisor, performs specialized, responsible secretarial/clerical functions; relieves supervisor of clerical detail; provides routine administrative assistance; and assumes and performs other related duties as assigned and/or required.

ESSENTIAL DUTIES

- acts as a personal secretary and may perform the duties of an office manager
- reviews and screens incoming correspondence and communications routed to the supervisor
- plans and organizes follow-up activities to ensure that operational time lines are met
- arranges correspondence in the order of a predetermined priority; provides appropriate background materials for reference to facilitate supervisor's personal reply
- independently, or according to general instructions, composes correspondence concerning a wide range of subjects requiring a thorough knowledge of policies, regulations and operational procedures
- review outgoing correspondence and other materials for consistency with policies, regulations, operational procedures, formatting, grammatical construction and punctuation
- takes notes of meetings and conferences and prepares accurate summaries
- may take and transcribe dictation, or use transcription equipment, to prepare a wide variety of subject area materials, including information and data that may be of a privileged, confidential and/or sensitive nature
- receives and responds to inquiries from office visitors or from telephone contacts
- prepares data for a computerized record management, storage and retrieval system and utilizes output reports in office operational functions
- maintains a variety of records and files which may include student, personnel, budget, expenditure, payroll and other related subject information
- may schedule and organize the clerical functions of the office and may provide input concerning the technical evaluation of other clerical staff members
- assists with budget planning and expenditure control processes
- operates a computer terminal and uses a variety of software application

QUALIFICATIONS

Knowledge of: Organization and coordination of specialized, responsible secretarial/clerical functions; modern office methods and equipment, including automated record management, filing and retrieval systems, and 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. **BILINGUAL/BILITERATE positions require proficiency in both oral and written Spanish and may require translating 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 concise and complete reports as required; effectively operate a micro-computer and use appropriate software applications; take notes and transcribe accurately, or use transcription equipment effectively to prepare various written materials; communicate effectively in oral and written form; make mathematical calculations with speed and accuracy; establish and maintain cooperative working relationships; exhibit a tactful and helpful attitude when working with persons of varying socioeconomic and educational backgrounds, such as School Board members, District administrators, parents, students, teachers and co-workers; remain flexible and work effectively in a multi-task environment with frequent interruptions and changes in task priority.

PHYSICAL DEMANDS

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

- will frequently exert 20 to 30 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

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: Two years of responsible and varied secretarial and clerical experience, including some experience in organizing and coordinating specialized clerical functions.

Education: Verification of a High School diploma, a GED certificate, or a higher degree; supplemental coursework in clerical/secretarial skills, office management, or other related areas is desirable.

License Requirement: Verification of a valid California Motor Vehicle Operator's license.

Condition of Employment: Insurability by the District's liability insurance carrier may be required.

Certificate Requirement: For school site positions, verification of a current First Aid certificate issued by the American Red Cross or the American Heart Association is required at time of employment, and must be kept current as a condition of continued employment.

