

LOS ALAMITOS UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

CLASS TITLE: HIGH SCHOOL SECRETARY II

BASIC FUNCTION:

Under the direction of a high school Principal, perform responsible and complex clerical and secretarial work, assisting the Principal in the efficient operation of the school plant by relieving the Principal of routine administrative detail.

DISTINGUISHING CHARACTERISTICS:

The High School Secretary II is a single position classification assigned to provide secretarial support to the High School Principal; responsibilities include assuring efficient operation of the entire school plant and duties performed are more varied and complex in nature than those performed by the High School Secretary I classification. High School Secretary I positions report to an Assistant Principal and perform secretarial and responsible technical and clerical duties for the assigned department.

REPRESENTATIVE DUTIES:

1. Receive and screen phone calls and visitors to the Principal's office; answer questions and direct phone calls and visitors to the proper office.
2. Type letters, correspondence, memos and other forms of communication.
3. Prepare, type and duplicate a variety of items including newsletters, personnel evaluations, insurance forms, reports, agendas and minutes.
4. Compile and type reports and other documents and perform related clerical duties.
5. Type and process purchase orders; post to appropriate account; maintain current department budgets; notify departments of expenditures and balances; type and process work orders.
6. Assure substitutes are properly assigned; provide information, materials and keys; maintain records and perform related clerical work.
7. Maintain accurate attendance records for classified and certificated personnel according to established procedures and time lines.

High School Secretary II continued

8. Assist the Principal in the performance of administrative duties as directed; provide information regarding all phases of the high school operation to staff, students, parent and the public.
9. Attend meetings and take minutes as directed.
10. Train and provide work direction and guidance to clerical assistants and others as directed.
11. Prepare and maintain appropriate logs, files and records.
12. Receive, screen and route mail.
13. Operate a variety of office machines including computer, typewriter, fax, calculator, and duplicating machines.
14. Assure secure maintenance of school keys; issue and retrieve keys according to established procedures.
15. Maintain adequate inventory of supplies in the stockroom; monitor and maintain petty cash fund.
16. Perform related duties as assigned.

KNOWLEDGES AND ABILITIES:

Knowledge of:

Functions and clerical operations of an administrative office

Receptionist and telephone techniques and etiquette

Modern office practices, procedures and equipment

Record-keeping and filing techniques

School office terminology, practices and procedures

Health and safety regulations

Correct English usage, grammar, spelling, punctuation and vocabulary

School and District organization, operations, policies and procedures

Applicable sections of State Education Code and other applicable laws

Interpersonal skills using tact, patience and courtesy

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Ability to:

- Perform responsible and complex office, secretarial and clerical work involving independent judgment and requiring accuracy and speed
- Maintain and monitor budgets
- Establish and implement revised office procedures as needed and according to established guidelines
- Understand, interpret rules and written directions and apply to specific situations
- Compose correspondence independently
- Establish and maintain effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Perform duties effectively with many demands on time and constant interruptions
- Plan and organize work
- Train and provide work direction to others
- Maintain records and prepare reports
- Work confidentially with discretion
- Communicate effectively both orally and in writing
- Make arithmetic calculation quickly and accurately
- Understand and follow oral and written directions
- Type at 55 words net per minute from clear copy
- Transcribe accurately from dictating equipment
- Work independently with little direction

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, including or supplemented by college level courses in secretarial science or related business field and five years of increasingly responsible and varied clerical or secretarial experience.

WORKING CONDITIONS:

High School office environment; subject to many demands on time and constant interruptions; subject to sitting for extended periods of time; occasionally kneel, crouch, bend, stoop, stand, work with arms above shoulder level; lift carry, pull, push up to 25 pounds; work at computer for extended periods of time requiring close/distance vision; color vision, peripheral vision, depth perception and the ability to adjust focus; frequent use of telephone; direct contact with the public, teachers, students, parents, and other district staff; clear speaking and the ability to hear normal voice conversation; exposed to minor contagious illnesses; work with tight deadlines; work in difficult interpersonal situations.

SALARY RANGE: 72

ADOPTED BY PERSONNEL COMMISSION: September 10, 2002
ADOPTED BY BOARD OF EDUCATION: September 23, 2002