



## ADMINISTRATIVE SECRETARY II

Revision Date: 04/14/10

### BRIEF DESCRIPTION OF POSITION:

Under the direct supervision of the Principal performs specialized and responsible secretarial and clerical duties; assists the Principal in various aspects of administrative detail; serves as liaison between site and district administration, staff, students parents, media.

### STATEMENT OF TYPICAL DUTIES:

- a. Performs specialized and responsible secretarial and clerical duties; relieves the Principal of administrative details. **E**
- b. Ability to take dictation. **D**
- c. Attends department chair, general faculty, and other required meetings; takes, transcribes and produces related minutes. **E**
- d. Types letters, memoranda, reports, evaluations; may compose correspondence independently or in accordance with general instruction. **E**
- e. Assists with site budget planning and expenditure control; reviews and processes requisitions insuring sufficient funds. **E**
- f. Receives and screens the Principal's incoming correspondence and calls; provides information on school policies and procedures. **E**
- g. Receives visitors and schedules appointments, conferences and meetings for assigned supervisors. **E**
- h. Establishes and maintains various complex records and files related to operations and functions of the office, including materials of a confidential nature. **E**
- i. Issues all school keys and maintain accurate signatures and cross-file records. Order and maintains inventory of office supplies and equipment
- j. Receives and verifies classified and certificated time reports; submits extra duty pay documents and time reports; responds to related concerns. **E**
- k. Schedules substitute teachers as may be assigned by the Principal. **E**
- l. Performs other related tasks and assumes responsibilities as may be assigned by proper authority. **E**

### KNOWLEDGE AND ABILITIES:

Knowledge of:

- District organization, operation, policies and procedures.
- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Business forms, letter writing and basic report preparation.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Verbal and written communication skills.
- Interpersonal skills using, tact, patience and courtesy.
- Use of current software programs.

Ability to:

- Perform specialized and responsible secretarial and clerical duties.
- Relieve the supervisor of administrative and clerical detail.
- Communicate effectively with students, employees and the general public.
- Type at a net rate of 50 wpm from clear copy.
- Ability to take dictation desirable; transcribe dictation at an acceptable rate of speed. Operate a variety of office equipment, including, calculator and copiers.
- Compose routine correspondence independently.
- Maintain confidentiality.
- Establish and maintain effective and cooperative working relationship with school personnel and the general public.
- Meet the public tactfully and courteously in situations requiring diplomacy, friendliness and firmness.

**EDUCATION AND EXPERIENCE:**

High school diploma or GED, and/or secretarial and typing courses, and at least three years of increasingly responsible secretarial experience. Prior school experience is desirable.

**PHYSICAL CHARACTERISTICS:**

Must be able to bend, stoop, reach, lift and stand, sit for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

**WORKING CONDITIONS:**

High school office environment; subject to constant interruptions.