

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Secretary II, Administrative	REPORTS TO:	Assistant Superintendent
DEPARTMENT:	Assigned Department	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-40/CSEA 125 Salary Schedule

BASIC FUNCTION:

Under the direction of an Assistant Superintendent, perform responsible technical and complex secretarial services to assist with administrative and clerical detail to meet the needs of sites/departments and students; organize and coordinate office activities and coordinate flow of communications in a reasonable, timely manner to the District and the general public; provide training and work direction to assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Perform varied and technical secretarial duties relating to specialized departmental activities in support of one or more programs to meet the needs of the students, staff, family and sites; plan, organize and coordinate operating procedures, communications and administrative support functions to relieve the administrator of routine administrative and clerical details to meet the needs of the sites/departments and the community. *E*

Perform a variety of duties requiring independent judgment and initiative; prioritize duties including telephone requests, correspondence, internal communications, and reporting requirements. *E*

Receive and screen callers and visitors to ensure reasonable, timely delivery of communication to appropriate staff, sites, and departments or outside individual or group; provide detailed and technical information concerning District policies and procedures and established guidelines. *E*

Communicate with District staff or families in a reasonable, timely manner on confidential or sensitive issues according to established guidelines and procedures. *E*

Develop procedures to expedite transmittal of information and facilitate implementation of policies and programs; assure timely communications. *E*

Make telephone calls to verify, receive or transmit information; receive, open and screen incoming mail/email; independently compose replies according to established guidelines and procedures. *E*

Compose memorandums, letters or other materials independently or from rough draft; prepare timely materials related to Board Communications and Board and Cabinet agenda items as directed from oral or written instructions. *E*

Research and compile information and statistical data for federal, State and District reports and special projects as assigned. *E*

Maintain and ensure reasonable, timely and accurate scheduling of calendar, meetings, conferences and appointments; schedule travel accommodations as required. *E*

Maintain comprehensive records; maintain confidentiality of information and records for the protection of students and staff; prepare reports and files including those of a sensitive nature requiring discretion. *E*

Attend a variety of meetings; prepare and send out notices; collect and compile information; take notes and record proceedings prepare and distribute minutes. *E*

Train support staff; provide work direction and clear expectations to assigned staff in support of professional learning to meet the needs of the District and outside individuals/groups. *E*

Operate a variety of office equipment including but not limited to typewriters, computers, copiers and fax machines. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by course work in secretarial science or related field and four years of increasingly responsible secretarial experience.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Current office practices, procedures and equipment.
- Software programs including but not limited to word processing, spreadsheet, and basic presentation.
- Correct oral and written communication usage of English, grammar, spelling, punctuation and vocabulary.
- Education Codes, Board policies and District regulations related to assigned activities.
- Interpersonal skills using tact, patience and courtesy.
- Accurate record-keeping techniques.
- Telephone and receptionist techniques and etiquette.
- Department operations, procedures, specific rules and procedures of the office.

ABILITY TO:

- Operate a computer to enter data, maintain records and generate reports, memorandums and letters.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Accurately maintain records and prepare reports.
- Effectively communicate and comprehend both orally and in writing.
- Train and provide work direction to others.
- Establish and maintain cooperative and effective working relationships with a diverse range of people.
- Understand and work within scope of authority.
- Work confidentially and independently with many interruptions.
- Determine appropriate action within clearly defined guidelines.
- Organize and prioritize to meet schedules and time lines.
- Type at 40 words net per minute.
- Learn new or updated computer systems/software programs to apply to current work.
- Communicate using patience and courtesy in a manner that reflects positively on the organization.
- Actively participate in meeting District goals and outcomes.
- Apply integrity and trust in all situations
- Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; constant interruptions; contact with dissatisfied individuals; intermittent noise; repetitive activities.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting for extended periods of time; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist and kneeling or crouching to retrieve files from cabinets and shelves; hearing and speaking to exchange information in person or on the telephone; seeing to read various documents related to assigned activities; lifting light objects.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

***E*= Essential Functions**