



## Secretary II

### Purpose Statement

The job of Secretary II is performed for the purpose of providing support to various instructional programs (e.g., Right Track, BECEP, and school site) with specific responsibilities for performing a variety of secretarial and program support tasks, establishing and maintaining department records, coordinating assigned projects, and compiling and distributing a wide variety of materials and reports.

### Supervisory Relationship

Reports to: Assigned Supervisor

### Essential Functions

- **Assist Staff:** Support other staff members as needed and/or assigned to resolve problems and provide information.
- **Attend Meetings:** Participate in informational and/or in-service meetings to convey and gather information required to perform functions.
- **Data Compilation:** Compile and enter data (e.g., work orders, budget reports, specialized district and state reports, personnel records) to prepare reports or process requests.
- **Coordinate Projects:** Manage a variety of assigned projects and/or program components to complete complex assignments, ensure completion of necessary processes, and deliver services timely.
- **Distribute Mail:** Handle all incoming mail and deliveries to ensure timely reception of items.
- **Maintain Inventory:** Keep track of supplies and materials (e.g., forms, office supplies) to ensure availability.
- **Maintain Records:** Manage a variety of manual and electronic documents, files, and records (e.g., work orders, expense reimbursement requests, invoices) to provide up-to-date information and historical reference in accordance with established administrative guidelines and legal requirements.
- **Perform Processes:** Execute various processes (e.g., administering first aid, lunch program responsibilities, attendance letters, registrar processes, para schedules, confidential documents, time sheets, newsletters, reconciliation of account balances) to ensure daily completion of all program/site processes.
- **Prepare Documentation:** Create a variety of correspondence, reports, and other materials (e.g., letters, memorandums, minutes, charts, periodic and ad-hoc reports) to document activities, provide written reference, and convey information.
- **Process Documents:** Handle a variety of documents and materials to disseminate information in compliance with established administrative guidelines.
- **Research Topics:** Investigate assigned topics (e.g., current practices, policies, codes) to provide information that addresses school operations.
- **Respond to Inquiries:** Address inquiries from internal and external parties (e.g., district staff, other schools, government agencies, general public, students) to provide information, facilitate communication among parties, and provide direction.
- **Support Administrative Personnel:** Assist assigned administrative personnel (e.g., perform duties of assigned administrator in their absence) to support administrative functions and responsibilities.
- **Adhere to School Policies:** Follow and enforce school policies and procedures in all aspects of the job.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

### Job Requirements: Minimum Qualifications

**Skills**

- Ability to operate standard office equipment.
- Proficiency in using pertinent software applications.
- Competence in preparing and maintaining accurate records.

**Knowledge**

- Basic math skills, including calculations using fractions, percentages, and ratios.
- Ability to read manuals, write documents following prescribed formats, and present information to others.
- Understanding of complex, multi-step written and oral instructions.
- Familiarity with commonly accepted office application software and machines.

**Abilities**

- Schedule activities, meetings, and events.
- Gather, collate, and classify data.
- Work with others in a variety of circumstances.
- Utilize defined and similar processes to work with data and operate equipment using standardized methods.
- Maintain confidentiality, meet deadlines, and work with detailed information/data.
- Adapt to changing work priorities and maintain flexibility in scheduling.
- Establish effective working relationships and handle multiple locations (by assignment).

**Responsibility**

Work under limited supervision following standardized practices and methods. Provide information and/or advising to others. Track budget expenditures. Utilize resources from other work units as required to perform job functions. Have some impact on the organization's services.

**Work Environment**

Physical demands include some lifting, carrying, pushing, and pulling, with significant fine finger dexterity. Generally involves 30% sitting, 60% walking, and 10% standing. The job is performed in a generally clean and healthy environment.

**Experience**

Job-related experience is required.

**Education**

High school diploma or equivalent.

**Clearances**

Criminal Justice Fingerprint/Background Clearance.

**FLSA Status**

Non-Exempt

**Salary Grade**

SI