

CLASSIFIED JOB DESCRIPTION

SECRETARY II

JOB SUMMARY:

Under general supervision, performs a wide variety of more complex secretarial, clerical and typing work of more than average difficulty; takes and transcribes varied dictation; and performs related work as required.

ESSENTIAL JOB FUNCTIONS:

- Serves as supervisor's administrative assistant.
- Analyzes/compares/tracks actual vs. projected budgets for an assortment of account numbers/programs, provides Pentamation reports regarding expenditures and balances
- Composes letters, memos and reports.
- Creates, edits, proofs reports and other materials that supervisor requests.
- Takes/transcribes dictation and/or transcribes from Dictaphone.
- Orders office supplies, materials for teachers, nurses, librarians, and other District staff.
- Prepares statistical reports on monthly basis for Cabinet and other administrators.
- Provides information relevant to the particular office or program.
- Prioritizes duties and possible duties of other office staff (delegating).
- Schedules supervisor's appointments, various staff and/or office meetings, as well as inservices.
- Coordinates arrangements for meetings, inservices (including, but not limited to, room reservations, notification to participants).
- Researches information for supervisor and other administrators for use with reports, budget preparation, etc.
- Learns new software programs or skills required to keep up-to-date in job (Internet, E-mail, etc.).
- Types various forms that have not yet been computerized.
- Maintains supervisor's files, including confidential files.
- Designs spreadsheets, newsletters, fliers, brochures as needed
- Reviews absence records.
- Sends/receives faxes, E-mail and correspondence.
- Distributes mail, materials ordered and received by department.
- Operates computer, typewriter, FAX machine, copy machines, video and audio copying machines as well as any other machine required to do the job.
- Initiates work that keeps the office running more smoothly, develops series of notebooks and/or procedures.
- Provides extra support, time, effort, or whatever is required to accomplish department goals.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of successful clerical experience with a high level of responsibility.

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- Ability to perform secretarial and clerical work of a relatively complex and difficult nature requiring the exercise of much more than average judgment; ability to spell correctly and use good English in performing a variety of clerical work; ability to type 55 words per minute, and takes and successfully completes machine transcription.
- Knowledge of modern office practices and procedures; various forms of correspondence, filing, etc.; knowledge of standard office machines including reproduction equipment. May be required to have a broad knowledge of District policies, practices and goals; knowledge of correct English usage, spelling and punctuation.
- High school diploma or GED required. Preferably, including or supplemented by courses in typing, office practices and dictation transcription.

Classified Salary Schedule: Range 29
BOARD APPROVED: 05/20/97
REVISION DATES: 07/01/14
07/17/23
08/09/2023