

**CLASSIFIED JOB DESCRIPTION**

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**SECRETARY II  
(SUMMER SCHOOL AND NO CHILD LEFT BEHIND)**

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**JOB SUMMARY:**

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

**ESSENTIAL JOB FUNCTIONS:**

- Serves as administrative assistant to Summer School.
- Analyzes/compares/tracks actual versus projected budget for an assortment of account numbers/programs, provides Pentamation reports regarding expenditures and balances.
- Composes letters, memos, and reports.
- Interfaces with private schools to ensure communication and accounting for NCLB.
- Creates, edits, proofs reports and other materials for supervisor.
- Orders office supplies, materials for teachers, nurses, librarians, District staff, and private schools.
- Prepares statistical reports on a monthly basis.
- Provides information relevant to the particular office or programs.
- Prioritizes duties and possible duties of other office and summer school staff (delegating).
- Schedules appointments for various staff and/or office meetings, as well as staff development.
- Coordinates arrangements for meetings, staff development (including, but not limited to, room reservations, and notification to participants).
- Researches information for supervisor and other administrators for use with reports, budget preparation, compliance, and NCLB.
- Learns new software programs or skills required to keep up to date in job.
- Types various forms that have not yet been computerized.
- Maintains Summer School and NCLB files and accounting, including confidential files.
- Designs spreadsheets, newsletters, fliers, and brochures as needed.
- Reviews absence records.
- Send/receives faxes, e-mails, and correspondence.
- Distributes mail and materials ordered and received by departments.
- Operates computer, typewriter, FAX machine, and copy machines.
- Initiates work that keeps the office running smoothly and develops series of binders 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.
- Knowledge of modern office practices and procedures; various forms of correspondence, filing, etc.; and standard office machines including copier. May be required to have a broad knowledge of District and federal policies, practices, accounting, and goals.
- High school diploma or GED required. Preferably including or supplemented by courses in Microsoft Office Suite, Pentamation, and basic accounting.

*Classified Salary Schedule: Range 27*  
*BOARD APPROVED: 8/17/04*  
*REVISION DATES: 7/17/23*  
*08/09/2023*