

CONFIDENTIAL JOB DESCRIPTION

SECRETARY II (CONFIDENTIAL)

JOB SUMMARY:

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

ESSENTIAL JOB FUNCTIONS:

- Serves as secretary to department Directors, Coordinators, and District Resource Teachers.
- Provides clerical support for various programs including Special Opportunity Session (SOS); Beginning Teacher Support and Assessment Program (BTSA); Peer Assistance Review (PAR); Extended Day Programs, i.e., Supplemental Education Services; Extended School Year (ESY), and special projects.
- Composes letters, memos, and other documents.
- Creates, edits, and proofs reports and other materials.
- Orders office supplies and materials for the department.
- Provides information relevant to the particular office or program.
- Communicates information where judgment, knowledge, and interpretation of procedures and regulations are necessary.
- Schedules appointments, meetings, and inservices.
- Coordinates arrangements for travel, meetings, inservices, and conferences.
- Prepares various forms for processing, including mileage, timecards, Personnel Action Forms, Travel Requests, Revolving Cash Fund Vouchers, and Independent Contractor Agreements.
- Designs spreadsheets, newsletters, fliers, and brochures as needed.
- Manages District communications/fliers via Peachjar.
- Supports accountability requirements for state and federal programs, such as Every Student Succeeds Act (ESSA), Title I, and Title II.
- Researches information for supervisor or other administrators for use with reports, budget preparation, etc.
- Learns new software programs or skills required to keep up-to-date in the current job (PowerPoint, Excel, etc.).
- Sends/receives faxes, e-mail, and correspondence.
- Distributes mail and materials ordered and received by the department.
- Operates computers, fax machines, and copy machines, as well as any other machine required to do the job.
- Provides extra support, time, effort, or whatever is required to accomplish department goals.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of successful clerical experience with a high level of responsibility.
- Ability to perform secretarial and clerical work of a relatively complex and difficult nature

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requiring the exercise of much more than average judgment; ability to spell correctly and correct English usage, spelling, and punctuation 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.; knowledge of standard office machines; may be required to have a broad knowledge of District policies, practices, and goals.
- Graduation from high school or equivalent preferably, including or supplemented by courses in typing and office practices.
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Confidential Salary Schedule: Range 16

BOARD APPROVED:

REVISION DATES: 09/07/16