

CONFIDENTIAL JOB DESCRIPTION

SECRETARY II (OFFICES OF THE SUPERINTENDENT)

JOB SUMMARY:

Under general supervision, performs specialized secretarial work of a more complex nature relating to the offices of the Superintendent and Deputy Superintendent, Business Services and Support.

ESSENTIAL JOB FUNCTIONS:

- Keeps informed on regulations, policies, developments, assignments, and deadlines.
- Researches and assembles information for use with reports and other documents.
- Maintains appointment calendars and schedules meetings.
- Receives, composes, and types correspondence, faxes, and emails.
- Assists in planning details for meetings, conferences, and other public gatherings.
- Assists in making arrangements for business/conference travel.
- Assists other District staff members in various tasks (i.e., proofreading District publications and providing office support, etc.).
- Screens visitors, telephone calls, and mail.
- Processes requisitions and travel requests.
- Orders office supplies.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of successful full-time secretarial experience at the level of Secretary I or equivalent.
- Ability to maintain the security of sensitive, confidential, and privileged information; relate to employees and the public in a positive and professional manner; type or keyboard at a net corrected speed of 55 words per minute; understand and carry out oral and written directions; establish and maintain cooperative working relationships.
- Knowledge of modern office procedures, methods, and practices; appropriate English usage, spelling, grammar, punctuation, and mathematical processes; standard office machines, equipment, and personal computer applications.
Graduation from high school or equivalent, including or supplemented by courses in typing/keyboarding and office practices.