Position:	School Secretary II	FLSA: Non-exempt
Department:	Primary or Secondary School Levels	Salary Grade: 8
Reports to:	Principal or Designee	

OVERALL OBJECTIVE AND SUMMARY

Under the direction of assigned supervisor, performs a wide variety of secretarial and complex clerical work including secretarial duties requiring a basic knowledge of school office procedures, secretarial skill, and the ability to handle confidential student information. Assignments require a working knowledge of modern secretarial practices and the ability to efficiently and effectively use standard office equipment. Employees in this classification receive general supervision within an established framework of standard policies and procedures. Performance of these responsibilities requires accuracy, attention to details, discretion, good communication skills, and sound judgment. This is a senior-level school-based secretarial position requiring well-developed secretarial skills in addition to knowledge in area of assignment. Incumbents may advance to School Secretary III, as well as along the Administrative Secretarial career path, with a combination of experience, skill with specialized office practices, interdepartmental dealings, and continuing education in secretarial science or business.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform a wide variety of secretarial and clerical work related to the functions and activities of an assigned school administrative office.
- Provides information and assistance to school personnel or the public in a variety of matters requiring a detailed knowledge of rules, procedures, policies, precedents and activities.
- Establishes and maintains filing systems.
- Maintains various databases relevant to area of assignment.
- May register and enroll students and maintain student demographic information.
- Assists parents with the completion of registration materials. Provides brief orientation to new parents and students.
- May schedule appointments for student conferences.
- May make and receive phone calls and notes regarding student absences.
- Prepares and types letters, memoranda, forms, reports, bulletins, handbooks, questionnaires, requisitions and documents with minimum direction.
- Processes forms, applications, documents, records, and other paperwork in support of site functions and programs.
- Reviews a variety of forms and materials for completeness and accuracy related to established regulations and documents with minimum direction. Compiles data and special reports.

- Greets and assists visitors to the office including parents, students, faculty, staff, administrators and others; provides information and directions as appropriate.
- Responds to requests for information of a specialized or confidential nature with discretion and judgment in explaining regulations and procedures.
- May order, store and issue office supplies.
- May post attendance, cumulative grades, inventory, cash receipt and other specialized records.
- Processes and maintains assigned operational and school office records including, but not limited to, attendance, enrollment, health, lunch count, student cumulative information, and registration.
- May assist with the distribution, packaging, and filing of tests as assigned.
- May load test scores into database.
- May receive, sort and distribute incoming mail.
- Maintains a variety of computerized data collection systems and other records/filing systems.
- Operates a variety of office machines and equipment such as, but not limited to, typewriter, word processor, printer, calculator, and copy machines.
- Attends meetings as assigned. Records, transcribes, and distributes minutes of proceedings as directed.
- Manages office routines and serves as receptionist to students, teachers and the general public.
- Initiates directions to others regarding posting of attendance and grades, and business affairs such as inventory, cash receipt and other specialized records.
- May transcribe from recording equipment as assigned.
- May train and provide work direction to other clerical staff and student assistants as assigned.
- Performs routine duties that include, but are not limited to, preparation of payroll documents and time sheets for staff .
- May maintain and monitor program or department budgets, including data entry and reconciliation procedures.
- Ensures the timely distribution and receipt of a variety of records and reports. Requests or provides information as necessary to assure completeness and accuracy.
- Reviews and prepares documents for entry of information into a computer-aided database. Follows up as necessary to complete documents. Enters and updates information into system according to standard formats.

- May enter attendance and related student data onto a data entry screen for a student database. Edits and revises data, generates information and reports as requested according to established time lines.

- Processes business transactions of moderate complexity such as purchases, work orders including labor and inventory adjustments, and independent contracts.

- Prepares and maintains a variety of files, records, and reports regarding student attendance, tardiness, truancy, suspension and discipline.

- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- Modern office practices, procedures and equipment.
- Terminology, policies, practices and procedures of the area to which assigned.
- Departmental procedures and standing instructions related to work performed.
- Record keeping, staff administration and confidentiality.
- Proper English usage, grammar, spelling, punctuation and basic arithmetic skills.
- Telephone techniques and etiquette.
- Oral and written communication skills.
- Operation of a computer and assigned office equipment.
- District organization, operations, policies, and objectives.

Ability to:

- Perform the duties of the position efficiently and effectively.
- Coordinate and perform office and secretarial work with speed and accuracy.
- Learn, interpret, explain and apply knowledge of rules, regulations, programs and policies of assigned office.
- Plan, organize and prioritize work in order to meet schedules and timelines.
- Analyze situations and accurately and adopt an effective course of action.
- Communicate with students, staff, parents and the public using tact, diplomacy and courtesy, and in a manner that reflects positively on the department and District.
- Type at a minimum rate of 45 words per minute from clear, legible copy and pass a qualifying clerical test.
- Effectively communicate both orally and in writing.
- Operate a variety of standard office machines and equipment.
- Use a variety of computer software programs including, but not limited to, word processing and spreadsheets.
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PHYSICAL ABILITIES

This position requires:

- Sufficient hand/eye coordination and manual dexterity to keyboard at an appropriate rate.
- Sufficient visual acuity to recognize words letters and numbers.
- Sufficient speaking and auditory ability to carry on conversations in person and over the phone.
- Normal physical strength and endurance for standing, sitting, bending, or walking.

EDUCATION AND EXPERIENCE

Equivalent to graduation from high school, preferably supplemented by course work in office skills. Minimum of three years of progressively responsible secretarial and clerical experience, preferably in a school setting, is desired.

LICENSES AND CERTIFICATES

First Aid/CPR certificate
Typing certificate for 45 w.p.m.

Adopted: June 2001
Revised: October 8, 2003
Typing speed revised: March 1, 2006
Range Updated: July 1, 2025 per CBA