JOB DESCRIPTION

JOB TITLE: Secretary II

Job Family: Clerical/Secretarial Services

Range: 32

Job Purpose Statement/s: The job of " Secretary II" is done for the purpose/s of performing a variety of responsible clerical/secretarial duties in support of the day-to-day operations relating to specific programs and procedures within an assigned District Department or office; ability to exercise considerable independent judgment in solving work problems requiring a knowledge of District rules, policies and procedures; receives general and direct supervision from a program/departmental administrator.

Essential Job Functions:

* **Performs** a wide variety of clerical and secretarial work, including typing, proofreading, filing, checking and recording information.
* **Serves** as receptionist and gives information or directs visitors and parents to appropriate office.
* **Answers** inquiries concerning standardized policies, procedures and regulations.
* **Communicates** with a wide variety of staff and community members.
* **Independently**, or in accordance with general instructions, composes correspondence on a wide range of subjects, requiring a knowledge of procedures and policies of the District.
* **Types** a variety of materials from brief verbal or written instruction.
* **May** take and transcribe dictation for letters, memos and reports or use dictation equipment.
* **Makes** appointments for administrators, screens callers and correspondence.
* **Operates** a variety of office equipment, including computer, calculator, two-way radio and copier.
* **Maintains** records in a confidential manner.
* **Types**, checks, verifies, compiles and records a variety of data/information related to assigned program/department/office.
* **Types** a variety of material such as interoffice communications, stencils requisitions, forms, letters, reports, statistics, contracts, repair orders, suspensions, etc.
* **Compiles**, prepares and submits reports for payroll or other reporting purposes.
* **Contacts** and confers with students, parents, school and District staff, vendors or other appropriate parties regarding assigned office functions.
* **Arranges** and schedules a variety of meetings; notifying participants, confirming dates and times, reserving meeting sites and preparing materials needed at the meetings.
* **Maintains** accurate and detailed calendar of events, due dates and schedules related to assigned program(s) and its services to ensure proper tasks and activities occur as scheduled.
* **Prepares** lists and reports from data compiled and records kept related to assigned program area(s), making mathematical calculations as necessary.
* **Receives,** sorts and distributes incoming and outgoing mail.
* **Establishes** and maintains a variety of records, logs and filing systems pertaining to assigned area(s) of responsibility.
* **Receives,** reviews and verifies documents, records and forms for accuracy, completeness and conformance to applicable rules, regulations, policies and procedures.
* **Duplicates,** collates, staples and distributes material for students, parents, school staff, etc.
* **Orders,** stores and issues supplies and material pertinent to the functions of assigned operational unit.
* **Coordinates** assigned office functions and details with other department/units.
* **Develops** or assists in the development of forms, worksheets and record keeping systems for the collection, dissemination and maintenance of needed information for specialized programs within assigned unit.
* **Provides** services to sick/injured students.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

* **Experience Required:** Three (3) years experience in typing and secretarial work, preferably in a school district.
* **Skills**, **Knowledge and/or Abilities Required:**
  Skills: Typing/keyboarding accurately at a rate of 40 words per minute; use of shorthand and/or dictaphone and computer experience; operate standard office equipment including use of basic computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation.
  Knowledge of rules and regulations related to assigned school, basic budgeting, financial and statistical record keeping, standard office equipment.
  Abilities to sit for prolonged periods, work independently, understand and carry out oral and written instructions, interact with persons of different age groups and cultural backgrounds. Significant physical abilities include reaching/handling/fingering, talking/hearing conversation, near visual acuity/visual accommodation. Perform a variety of complex clerical and secretarial work involving use of independent judgment and requiring accuracy and speed.
* **Education Required**: High School diploma or equivalent, including courses in typing and office practices and computer programs.
* **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District Proficiency Test. Valid California Driver's License.