

SCHOOL SECRETARY II

DEFINITION

Under general supervision, to perform a variety of responsible secretarial and clerical functions for assigned school management staff; and to provide public relations and communication services.

DISTINGUISHING CHARACTERISTICS

This is the second level class in the School Secretary series. Positions at this level are distinguished from the School Secretary I classification by the level of responsibility assumed, the complexity of duties assigned and the independence in which duties and responsibilities are carried out. Employees perform difficult and responsible types of duties assigned to classes at this level including providing responsible secretarial and administrative support to assigned school management staff. Positions assigned to the School Secretary II classification are further distinguished from the School Secretary I classification in that the latter provides general office/secretarial support for the assigned school site whereas the School Secretary II directly supports a Principal or Assistant Principal.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plans, organizes and performs a wide variety of responsible secretarial and clerical duties.
2. Prepares a variety of correspondence, forms, requisitions, flyers and other documents; prepares and distributes notices of school activities.
3. Receives, screens and directs telephone calls and visitors.
4. Provides information on policies, procedures, and regulations.
5. Uses discretion dealing with a variety of sensitive and privileged matters.
6. Schedules appointments for administrators.
7. Composes routine correspondence or prepares from rough draft.
8. Attends meetings and may transcribe minutes.
9. Prepares a variety of materials from brief verbal or written instructions.
10. Reviews records, reports and data for accuracy and completeness and compliance with standardized guidelines.
11. Collects, compiles, and prepares a variety of reports and statistical data.
12. Organizes and maintains a variety of files and records.
13. Operates a variety of office equipment including personal computer, typewriter and calculator.
14. Participates in budget planning and monitors expenditures.
15. Orders, receives, stores and distributes instructional and office supplies.
16. Maintains purchase and supply records.
17. May post attendance and compile attendance reports.
18. May collect and maintain records of student debts.
19. May collect and compile discipline, suspension, transfer, crime and vandalism reports and records.
20. Supervises student office aides and monitors students discipline problems.
21. Assists sick or injured students contacting emergency assistance or parents when necessary.
22. With appropriate authorization, dispenses medication to students.
23. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Modern office practices, procedures and equipment including receptionist and telephone techniques; methods and techniques of filing and record keeping; methods and techniques of public relations; correct English usage, spelling, grammar and punctuation; correspondence and report writing; standard office machines including computers and supporting software applications.

Ability to:

Perform a variety of clerical work using independent judgment; complete assignments with frequent interruptions; compile and maintain accurate and complete records and reports; operate office equipment including personal computers, typewriter, and calculator; type or enter data at a speed necessary for successful job performance; independently compose correspondence and other materials; maintain confidentiality; communicate effectively, both orally and in writing; have an understanding and appreciation of human diversity; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Completion of the twelfth grade; and three years of experience in clerical/secretarial work including the use of personal computers and public contact.

License/Certificate Requirement:

Possession of a valid California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.