

**ADMINISTRATIVE SECRETARY II**

**JOB SUMMARY**

Under direction of a Director, perform skilled and complex secretarial duties in support of a large district-wide program or multi-function programs. Organize, coordinate, and participate in administrative support and secretarial activities to relieve the administrator of routine detail and assure efficient office operations.

**DISTINGUISHING  
CHARACTERISTICS**

Administrative Secretary positions perform complex and responsible secretarial duties for district-level administrators. Administrative Secretary II positions report to the Director of a large district-wide program or of three or more unrelated programs. Administrative Secretary III positions report to an Assistant Superintendent. Administrative Secretary I positions report to the Director of a district-wide program.

**TYPICAL DUTIES**

Perform complex and responsible secretarial duties for district-level Director and assigned staff; relieve the Director of routine administrative detail; take and transcribe dictation of meetings, letters, memos, notices, bulletins, or other documents; type correspondence, reports, bulletins, forms, memoranda, legal documents, and other materials; provide specialized information to visitors and callers regarding District, State, and County policies, procedures, rules, and regulations; coordinate and facilitate administrative detail for a number of coordinators ensuring that State and Federal laws and District policies are adhered; respond to inquiries regarding department or program functions, applying procedures or policies as required; prepare, organize, and review Board agenda items; schedule meetings, appointments, conferences and travel, using discretion to conserve the Director's time; maintain the master departmental calendar of events; coordinate communications for the Director, transmitting information as requested; process, approve, and verify documents related to department/program operations and maintain related detailed and confidential records; maintain complex records and filing systems including confidential, sensitive, and financial information; compile, assemble and process open accounts for payment, complete cost extensions and assign proper budget numbers; order office supplies; operate office equipment including typewriter, copier, and computer to utilize word processing, spreadsheets, and interrelated databases as well as other software applications; receive and resolve complaints, using discretion and refer to appropriate personnel as necessary; provide work direction and guidance to assigned clerical support staff; perform other related duties as assigned.

**JOB REQUIREMENTS**

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent, including, or supplemented by secretarial training and three years of increasingly responsible secretarial experience, including one year in an administrative office.

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### Knowledge of:

Modern secretarial and office practices and procedures, including records maintenance, document processing, filing systems, telephone etiquette and letter and report writing; applying policies, procedures, and organization to a departments operation; proper English language usage, spelling and composition, grammar, punctuation, and vocabulary; oral and written communication skills; operation of a variety of office machines and equipment including a computer and standard office software; financial and statistical record keeping methods; interpersonal skills including tact, courtesy, and diplomacy; principles of providing training and work direction.

### Ability to:

Perform skilled and complex secretarial duties to relieve the administrator and staff of routine detail and assure efficient office operations; take and transcribe information and at acceptable rate of speed and type at a corrected speed of 60 wpm; learn, interpret, and apply applicable policies, rules, and regulations; conduct research and assemble data for the preparation of correspondence and reports; maintain records and files; understand and follow oral and written directions; communicate effectively both orally and in writing; establish and maintain cooperative and effective working relationships with others; meet schedules and time lines; train and provide work direction others; meet schedules and time lines while working with constant interruptions; operate a variety of office machines and equipment including calculator, typewriter, copier, computer and assigned software.

### PHYSICAL ABILITY

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk and hear. The employee frequently is required to reach with hands and arms; walk; climb or balance; and stoop, kneel, or crouch. The employee is occasionally required to stand for extended periods. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must pass a physical examination and drug screening certifying this ability.