

SECRETARY II

JOB SUMMARY

Under direction of an assigned administrator, perform skilled, complex, and responsible clerical and secretarial duties in support of an assigned department or program. Organize, coordinate, and participate in secretarial/clerical activities to relieve assigned administrator(s) of routine details and assure efficient office operations.

**DISTINGUISHING
CHARACTERISTICS**

The Secretary II is the second level of the Secretarial series. Incumbents independently perform skilled, complex, and varied clerical and secretarial duties in support an assigned administrator and other department staff. Secretary I positions perform skilled and responsible clerical and secretarial duties in support of an assigned supervisor and other department staff as assigned.

TYPICAL DUTIES

Perform complex, responsible, and varied clerical and secretarial duties independently for assigned administrator and/or other department staff, relieving them of routine administrative detail. Take and transcribe dictation of letters, memos, notices, bulletins, meetings, etc. Type correspondence, reports, bulletins, forms, flyers, certificates, memoranda, requisitions, and other materials. May be required to organize teacher training workshops including room arrangements, preparing flyers, completing consultant agreements, registering participants, etc. Prepare, organize, and assure adequate supplies and materials for planned workshops. Compile and type items and reports for the Governing Board agenda. Provide specialized information to visitors and callers regarding District, state, and county policies, procedures, rules and regulations. Respond to inquiries regarding department or program functions, interpreting and applying procedures and/or policies as required. Complete and return necessary District forms and reports. Schedule meetings, appointments, conferences and travel, using discretion to conserve the supervisor's time. Maintain calendar of events. Coordinate communications for assigned supervisor, transmitting information as requested. Maintain records and filing systems including confidential, sensitive, and financial information. Order office supplies. Open, sort, and route mail. Operation a variety of office equipment such as typewriter, calculator, copier, computer and related software. Utilize interrelated data bases to prepare spreadsheets, etc. Prepare and maintain records and reports including statistical reports for state and federal agencies. Research, compile, and organize materials and information as directed. Receive and resolve complaints/concerns and refer them to the appropriate personnel for resolution. Perform related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrates your 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 two

years of progressively responsible secretarial experience in a large organization.

Knowledge of:

Modern secretarial and office procedures, practices, and equipment. Proper telephone etiquette and letter and report writing. Basic research procedures. Records maintenance, document processing, and filing systems. Proper English language usage, spelling and composition, grammar, punctuation, and vocabulary. Effective oral and written communication techniques. Operation of a variety of office machines and equipment. Financial and statistical record keeping methods.

Ability to:

Independently perform a variety of skilled, varied, and responsible clerical/secretarial duties in support of assigned department and/or program(s). Organize, coordinate, and participate in clerical/secretarial activities to relieve assigned supervisor of routine detail and assure efficient office operations. Take and transcribe dictation accurately at an acceptable rate of speed. Type at a corrected speed of 45 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. Communicate effectively, both orally and in writing. Understand and follow oral and written directions. Establish and maintain cooperative and effective working relationships with others, utilizing tact, courtesy, and diplomacy. Coordinate activities related to workshop presentations for large groups of individuals. Maintain calendar of events, schedule appointments, and provide required materials for events/appointments. Meet prescribed schedules and time lines. Operate a variety of office machines and equipment.

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 or hear. The employee frequently is required to walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand. The employee must occasionally lift and/or move 25 to 50 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.