

Job Code 02P
Level F
Revised June 2020

SECRETARY II

QUALIFICATIONS

A. REQUIRED

- High school diploma or equivalent
- At least three years of secretarial experience
- Passing score on the following skills assessments: Basic Computer, Internet Basics, Using Email, Microsoft Word, and Microsoft Excel
- Strong mathematical skills
- Good working knowledge of computer applications, including word-processing, database and spreadsheet packages
- Equivalent combination of education/training/experience

B. DESIRED

- Completion of business school or high school clerical or business courses, or equivalent
- Knowledge of purchasing and basic accounting procedures

SUMMARY

The Secretary II performs clerical and secretarial work on behalf of the supervisor and may assist with overseeing the work of subordinate clerical employees.

Reports to: Appropriate Administrator

ESSENTIAL FUNCTIONS

- May take and transcribe dictation of average difficulty from shorthand or a transcriber. Types documents from complicated rough drafts into final form
- Receives, sorts and distributes mail; organizes correspondence, calling for standard information or materials; may modify form letters to fit varying situations; handles routine correspondence
- With specific instructions, sets up and maintains filing systems
- Acts as receptionist; receives, screens and directs or escorts visitors, answers routine inquiries by phone or in person, or refers callers to the appropriate persons
- Maintains supervisor's appointment calendar and makes travel arrangements
- With general instruction and in accordance with established procedures, posts and maintains standard records. Is responsible for accuracy and timeliness of information
- Assists with compiling data for reports. May use statistical methods or perform arithmetic checks on budgets or routine accounts

ESSENTIAL FUNCTIONS – (continued)

- Operates standard office equipment. May instruct others on the operation of such equipment
- May assist with overseeing the work of student workers and subordinate staff
- Maintains inventory of standard office supplies and materials, preparing purchase orders and requesting routine maintenance and repairs
- May provide translation services for the District (when available and appropriate) by interpreting, reading, writing and translating the desired/needed language
- Exhibits patience, courtesy and tact when dealing with personnel of all levels
- Promotes and supports district-wide educational advancement in 21st Century Skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs related duties as required

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to handle multiple tasks
- Ability to remain seated for extended periods of time
- Ability to prioritize and organize
- Ability to communicate effectively with district personnel of all levels
- Ability to work alone and as part of a team
- Ability and willingness to move around campus, with or without reasonable accommodations
- Ability to reach, stoop, twist, bend, pull and occasionally carry up to 20 pounds