

## **BRENTWOOD UNION SCHOOL DISTRICT**

**Job Title:** District Secretary II  
**Reports to:** District Administrator – Cabinet Level

This is a 12 month position and is part of the Classified bargaining unit.

**Primary Functions:** Under general direction, serve as assistant to cabinet level administrator; perform administrative and clerical functions of a highly complex and responsible nature requiring a thorough knowledge of the procedures and policies of the District; provide clerical support to other district administrators as assigned and perform related duties as required.

### **General Performance Responsibilities**

- Perform difficult clerical and secretarial work involving the use of considerable independent judgment and an understanding of District functions and procedures;
- Serve as an information source in contacts with the staff and community/public for matters of district policies, procedures, and information.
- Compose documents and correspondence independently.
- Compile and prepare reports and statistical data.
- Establish and maintain complex, confidential files
- Schedule appointments and arrange room reservation, set up and clean up for meetings
- Open, review and route Administrators' mail; receive, screen and route all calls
- Coordinate workshop/seminar reservations and any travel arrangements necessary
- Develop and maintain necessary district forms and procedures (i.e. report cards, enrollment & registration materials, parent notifications, emergency forms, etc.)
- Operate office equipment and machines
- Perform all other duties as assigned

### **Desirable Qualifications**

**Knowledge of:** The functions and clerical operations of an administrative office; office practices and equipment, including use of advanced computer application, filing systems, receptionist and telephone techniques, letter and report writing, and proofreading; English usage, spelling, grammar and punctuation.

### **Abilities:**

Function independently; perform complex responsible clerical/secretarial work and relieve an administrator of detail; understand and carry out complex oral and written instructions; ability to compose correspondence and reports; ability to understand and interpret District policies and practices; prioritize work and communications; deal with the public/community and staff in a tactful, polite manner; type at a speed of at least 50 wpm.

**ADA Requirement:** Must have the ability to sit, stand, walk, talk, see, hear, lift objects weighing approximately 10 lbs. (i.e. paperwork, files), push, pull, drag, and grasp objects.

### **Experience:**

Three years of broad, varied and increasingly responsible clerical/secretarial experience.

### **Education:**

Equivalent to the completion of twelfth grade. Must be able to pass standard proficiency test of basic knowledge. May be required to pass skills related test. Valid California Drivers License required.