

Yuba City Unified School District
ADMINISTRATIVE SECRETARY II

RANGE 30.5

DEFINITION

Under general supervision of an administrator, to perform highly skilled and responsible secretarial work in the operation of a site with an enrollment of at least 400 students and/or a staff of at least 30 employees. Relieves administrator of a wide variety of office and administrative duties by planning, organizing, supervising and participating in assigned office operations; assumes office management responsibilities; performs related work as required.

EXAMPLES OF DUTIES

Supervises office activities and oversees and schedules clerical assistants and other office personnel as directed; acts as representative for the principal in his/her absence; prepares report drafts by researching, compiling and assembling information and data; assists in preparing budget information; maintains and establishes confidential records as required; arranges committee and other meetings and may attend in order to take minutes and prepare summaries; may take and transcribe dictation; types letters, memorandums, bulletins and reports; composes documentation independently from minimum instructions; assists in coordinating work and communications with other District work stations; provides assistance to the clerical staff in the completion of their job assignments; exercises judgment in policy explanation; receives complaints and takes appropriate steps to see that they are adjusted; handles routine office duties; makes necessary arrangements for supervisor to attend conferences; independently maintains or supervises the maintenance of important records; operates a variety of office machines; may do a degree of account keeping; may administer emergency first aid; maintains attendance records for staff; may register and maintain attendance records for students on the District computer system.

EMPLOYMENT STANDARDS

Education and/or Experience: High school diploma or equivalent supplemented by post high school course work in secretarial science or a related business field is required plus a minimum of three years of progressively responsible experience in a secretarial capacity. Additional experience may substitute for higher education.

Knowledge and Skills: Requires a well-developed working knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques and letter and report writing. Requires thorough knowledge of proper English usage, grammar, spelling, punctuation and basic arithmetic skills. Must be skilled in using various standard office machines, including personal computers with word processing and spreadsheet applications. Sufficient human relations skill to communicate standard yet sometimes sensitive information, to employ lines of inquiry and to maintain harmony in a work setting. Must be able to take shorthand dictation or operate transcription equipment at a rate and degree of accuracy required for successful job performance.

Abilities: Requires the ability to independently perform all of the duties of the position efficiently and effectively. Must be able to coordinate and perform complex office and secretarial work with speed and accuracy. Must be able to learn, interpret, explain and apply knowledge of District and department organization, operations, programs, functions and special department terminology to relieve an administrator or manager of certain administrative details. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to communicate with students, staff, parents and the public using courtesy and in a manner that reflects positively on the department and District.

Physical Abilities: Sufficient hand/eye coordination and manual dexterity to keyboard at an advanced rate (about 60 wpm); sufficient visual acuity to recognize words letters and numbers.

Licenses and Certificates: Must obtain valid CPR and First Aid certificate. May be required to obtain a California Driver's License.

BWS:cs
03/28/00