

SECRETARY II

DEFINITION

Under general supervision, perform specialized and responsible clerical and secretarial functions; relieve an administrator of clerical detail and some administrative detail and do other related work as required.

EXAMPLES OF DUTIES

Serve as personal secretary and office management aide; review and screen incoming correspondence or compose communications to appropriate staff members for the gathering of data or for a response; plan follow-up activities to ensure that the time lines are met; arrange correspondence for supervisor's personal reply in the order of a predetermined priority with appropriate background materials available for reference; independently, or in accordance with general instructions, compose correspondence concerning a wide range of subjects requiring a thorough knowledge of policies, regulations and operational procedures; review outgoing correspondence and other materials for consistency with policies, regulations, operational procedures, formatting, grammatical construction and punctuation; may take notes of meetings and conferences, and prepare an accurate summary; may transcribe dictation pertaining to a wide variety of subject areas, including materials that may be of a privileged or sensitive nature; serve as an administrative aide by receiving and responding to inquiries from either office visitors or from telephone contacts; may prepare input data for a computerized record management and storage and retrieval system, and utilize the output reports in the office operational functions; maintain a variety of records and files, which may include student, personnel, budget expenditure, payroll and a variety of other related records and files; schedule and organize the clerical functions of the office to which assigned; may assist with budget planning and expenditure control; may provide input into the performance evaluation of other clerical personnel.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Organization and coordination of clerical functions of above average difficulty;
Standard office machines, equipment, and computers;
Various word processing and database software programs;
Effective reception and telephone techniques, correspondence and report writing;
Correct English usage, spelling, grammar, punctuation and arithmetic concepts.

Ability to:

Learn, interpret, and apply legal mandates, policies, rules and regulations, and operational procedures;
Perform secretarial and clerical functions of average to above average difficulty with speed and accuracy;
Compose correspondence independently;
Establish and maintain comprehensive, accurate files and records preparing concise and complete reports as required;
Make arithmetical calculations with speed and accuracy;
Work proficiently with computers;
Establish and maintain data management filing systems;
Understand and carry out oral and written directions;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students and community.

Skills:

Type at a rate of 40 words per minute from clear, legible copy. Transcribe accurately at 80 words per minute. Proficient operation of electronic dictation equipment or the ability to learn quickly. Capable operation of word processing equipment and/or computers.

EDUCATION AND EXPERIENCE

Education:

Equivalent to completion of the twelfth grade, including or supplemented by coursework in shorthand, typing, office management or other related skill areas.

Experience:

Two years of responsible and varied secretarial and clerical experience, including some experience in organizing and coordinating specialized clerical functions.

REQUIRED LICENSES AND/OR CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California driver's license; qualify for insurability with the District's insurance carrier. A valid first aid certificate will be required for some assignments.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work may involve lifting objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate office equipment.

Pre-placement Physical: Class I