

SECRETARY II

DEFINITION

Under general supervision, to perform specialized and responsible clerical and secretarial functions; to relieve supervisor of clerical detail and to perform routine administrative aide functions; and to do other related work as required.

EXAMPLES OF DUTIES

Serves as a personal secretary and office management aide; reviews and screens incoming correspondence and communications routed to supervisor; refers specific communications or correspondence to appropriate staff members for the gathering of data or for a response; plans follow-up activities to ensure that the time lines are met; arranges 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, composes correspondence concerning a wide range of subjects requiring a thorough knowledge of the policies, regulations and operational procedures of the District; reviews outgoing correspondence and other materials for consistency with policies, regulations, operational procedures, formatting, grammatical construction and punctuation; may take verbatim notes of meetings and conferences, and prepares a complete and accurate summary; takes and transcribes dictation pertaining to a wide variety of subject areas, including materials that may be of a privileged or sensitive nature; serves as an administrative aide by receiving and responding to inquiries from either office visitors or from telephone contacts; assists in the development of student program schedules and in the preparation and maintenance of master course directories; may prepare input data for a computerized record management storage and retrieval system, and utilizes the output reports in the office operational functions; maintains a variety of records and files, which may include student, personnel, budget, expenditure, payroll and a variety of other related records and files; may coordinate, schedule and organize the clerical functions of the office and provides input concerning the evaluation of the performance of the clerical staff; assists with budget planning and expenditure control; may administer first aid to students and determine when to seek appropriate emergency assistance; may assist in maintaining appropriate student behavior in an office setting; may perform a variety of functions and tasks related to the enrollment of students and in preparing materials and records for students who are leaving the District.

QUALIFICATIONS

Knowledge of:

Organization and management of a specialized clerical operation;
Modern office methods and equipment, including automated record management and filing systems, receptionist and telephone techniques, correspondence and report writing;
English usage, grammar, spelling and punctuation;
Basic techniques of employee motivation and organization.

Ability to:

Learn, interpret and apply legal mandates, policies, rules and regulations, and operational procedures;

Assume responsibility for routine administrative detail;
Compose correspondence independently;
Establish and maintain a comprehensive and accurate set of files and records, and prepare concise and complete reports as required;
Plan, organize and coordinate the work of others;
Type at a net corrected speed of 50 words per minute;
Take and transcribe dictation accurately at a speed of 100 net words per minute (at the discretion of the administrator, exemplary service or highly skilled experiences may be substituted for the dictation proficiency requirement);
Make arithmetical calculations with speed and accuracy;
Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships.

Experience:

Two years of responsible and varied secretarial and clerical experience, including some experience in leading and coordinating the work of others.

Education:

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