

## **CULVER CITY UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: SECRETARY II**

#### **BASIC FUNCTION:**

Under the direction of an Assistant Principal or a Department, perform a wide variety of responsible clerical and secretarial duties involving frequent public contacts and requiring an understanding of a functional area at a school site; prepare and maintain a variety of manual and automated records and reports related to assigned activities; assure smooth and efficient office operations.

Bi-Lingual: Assist in providing translation for non-English speaking parents/staff as needed; translate letters, reports, agendas, minutes, memoranda, contracts, legal documents, records, requisitions, other correspondence, and phone messages; provide translation at meetings, as needed.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a wide variety of responsible clerical and secretarial duties involving frequent public contacts and requiring an understanding of a functional area at a school site such as attendance, guidance or computer support; assure smooth and efficient office operations; provide primary secretarial support to an Assistant Principal and/or other administrators, as assigned by the position.

Compose correspondence independently or from oral instructions; type letters, reports, memoranda, forms, contracts, records, requisitions, flyers, programs, handbooks, certificates and other materials from straight copy, rough drafts or oral instructions; proofread and verify accuracy of documents.

Oversee attendance office activities and staff as assigned by the position; contact parents and guardians to verify absences and tardies; prepare attendance and absence reports and lists according to established procedures; issue readmits to students, as needed.

Coordinate data processing activities at assigned school site; maintain and oversee computerized student information system; troubleshoot system problems; set system security clearances; add and delete users; communicate with vendor regarding system issues, as assigned by the position.

Input a wide variety of information into computerized student information system; create queries and generate a variety of reports, labels and lists including class schedules, class rank, student demographics and grade verification; assure the timely distribution and receipt of a variety of records and reports, as assigned by the position.

Compile information and prepare and maintain a variety of records, logs and reports related to student information, attendance and assigned activities such as before and after school tutoring programs; establish and maintain filing systems; process a variety of forms and applications; duplicate materials as needed.

Initiate and receive telephone calls; screen and route calls; take and relay messages; explain school and District policies and procedures; resolve issues as appropriate; receive, route and distribute mail.

Greet and assist students, faculty, staff, parents and others; schedule and coordinate meetings, appointments and conferences as needed; maintain master calendar of events as assigned.

Participate in student registration activities; assure proper completion of required forms and applications; enroll, withdraw and drop students as appropriate; maintain related records and process paperwork.

Oversee guidance office activities and staff as assigned by the position; establish and maintain student cumulative files; update student grade information; contact other schools to request transcripts and verify information; monitor student progress for graduation deficiencies and notify appropriate personnel of academic issues as directed; respond to student transcript requests.

Coordinate and process data for the master schedule; create, maintain and revise master schedule; update course lists, as assigned by the position.

Communicate with students, parents, District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns related to office activities and assigned duties.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.

Order, receive and maintain inventory of office supplies, materials and equipment; estimate and order graduation materials such as diplomas, senior pictures, caps and gowns and other related items, as assigned by the position.

Assist in the preparation of promotion activities such as printing and distribution of tickets, programs and certificates; seating charts, and other related activities, as assigned by the position.

Prepare and disseminate report cards, informational materials and others as directed.

Participate in a variety of school office activities such as coordinating student identification cards, picture taking activities, assisting with athletic programs, before and after school programs, orientation programs, standardized testing and emergency drills.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

School office terminology, practices and procedures.

Modern office practices, procedures and equipment.

Applicable laws, codes, regulations policies and procedures.  
Record-keeping techniques.  
Business letter and report writing, editing and proofreading.  
Telephone techniques and etiquette.  
Oral and written communication skills.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Interpersonal skills using tact, patience and courtesy.  
Principles and practices of data processing.  
Operation of a computer and assigned software.  
Methods of collecting and organizing data and information.  
Bi-Lingual: Correct oral and written usage of English and a designated second language.

**ABILITY TO:**

Perform a wide variety of responsible clerical and secretarial duties involving frequent public contacts and requiring an understanding of a functional area at a school site.  
Prepare and maintain a variety of manual and automated records and reports related to assigned activities.  
Assure smooth and efficient office operations.  
Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.  
Learn District organization, operations, policies and objectives.  
Determine appropriate action within clearly defined guidelines.  
Answer telephones and greet the public courteously.  
Type or input data at 45 words per minute from clear copy.  
Compose correspondence and written materials independently or from oral instructions.  
Work independently with little direction.  
Maintain records.  
Plan and organize work.  
Compile, assemble, verify and prepare data for records and reports. Complete work with many interruptions.  
Operate a variety of office equipment including a computer and assigned software.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Bi-Lingual: Read, write, translate and interpret English and a designated second language.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years of increasingly responsible secretarial experience involving public contact.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment. Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

Some lifting.

**HAZARDS:**

Exposure to potentially volatile and emotional students and parents.