

SECRETARY II – DISTRICT OFFICE 2Job Summary

Under the direction of the Chief Business Officer or designee, serves as bilingual district office secretary and clerical support to the district office departments and performs other duties as assigned that support the overall objective of the position/site/district.

QualificationsRequired:

- Three years of responsible secretarial experience, including computer skills and one year involving financial record keeping work
- High school diploma, including or supplemented by courses in Business Education
- Typing Certificate at a rate of 55 words per minute
- Any comparable combination of experience, education, and proven ability or potential
- Bilingual (Spanish/English)

Desirable:

- Previous experience in a public-school system or institution of higher education

Knowledge and Ability

1. Knowledge in secretarial practices and procedures
2. Knowledge in correct English, spelling, grammar, and punctuation
3. Ability to read, speak, and write in Spanish and interpret as needed
4. Knowledge in office methods, practices, and procedures
5. Ability to prepare memoranda, letters, reports, news releases, bulletins, agendas, handbooks, and other statistical data
6. Ability to perform difficult and responsible accounting and secretarial work requiring independent judgment, speed and accuracy
7. Knowledge of filing systems—general, alphabetically, numerically, and chronologically
8. Ability to maintain a tracking system for district assets
9. Ability to make arithmetical calculations
10. Ability to learn and apply applicable procedures, rules, and regulations
11. Ability to compose correspondence independently
12. Ability to take and transcribe proceedings, minutes and notes from official meetings
13. Ability to work cooperatively with those contacted in the course of work
14. Ability to greet and screen visitors, schedule meetings, maintain calendar, and make travel accommodations and arrangements for district office
15. Ability to count and collect currency, providing receipts
16. Ability to assign duties, review completed work, and train clerical assistants
17. Knowledge of Microsoft Word and Excel applications; Google Docs for Education, FMS (Financial Management System – KCOE)
18. Knowledge of multi-line phone system; ability to transfer call, take messages, etc.

Essential Functions of this position, which may change or evolve in the future, are, but not limited to, the following:

1. Prepares correspondence and statistical information independently on matters not requiring personal responses by the CBO and other district office departments
2. Process incoming requisitions and purchase orders
3. Maintains files, inventory, tracking of assets
4. Receipt of various funds by student/parent/staff
5. Arrange staff travel and conference accommodations
6. Interprets Spanish as needed by district office departments
7. Translate documents into Spanish

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8. Prepares or assist in the preparation of a variety of district reports for presentation to appropriate staff, committee, or Board
9. Assist other district office staff in payroll, attendance, accounts payable, business, curriculum, human resources, programs
10. Assist with other secretary II duties while absent
11. Performs other duties as assigned that support the overall objective of the position/site/district.

Physical Functions of this position are, but not limited to, the following:

1. Mental acuity to interpret and follow rules relating to the position, makes decisions using sound judgment, and evaluates results.
2. Facility to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time.
3. Facility to see and read, with or without vision aids, a computer screen, laws, codes, rules and policies, and other printed matter.
4. Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
5. Manual dexterity to operate a telephone and enter data into a computer.
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in meetings, and on the telephone.
7. Physical ability to lift, bend, stoop, and to reach overhead.

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.