

SECRETARY II – SITE SECRETARYJob Summary

Under the general supervision of the Site Principal or designee, manage all functions of a school office and relieve administrator(s) of routine administrative details; perform a variety of complex secretarial and clerical activities requiring specialized knowledge and following defined policies and procedures, which may include frequent and responsible public contact; and perform related work, as required.

QualificationsRequired:

- Formal or informal education equivalent to completion of the twelfth grade, supplemented by coursework in typing, records management and general office procedures
- Minimum of two years secretarial, clerical or bookkeeping experience in a school setting
- Typing certificate verifying a net corrected speed equal to or greater than 45 wpm
- Possess a valid California driver license (Incumbent must be insurable at the “standard rate” by the employer’s insurance carrier at all times while employed by CUSD. This position requires the incumbent to enroll in the DMV Government Employers Pull Notice Program at time of hire)

Desirable:

- Bilingual English/Spanish

Knowledge and Ability:

1. Knowledge of appropriate English usage, grammar, vocabulary, spelling and punctuation
2. Knowledge of modern office procedures, methods and practices, including filing systems, records management and reporting techniques
3. Knowledge of a school attendance system
4. Knowledge of professional telephone and office etiquette
5. Knowledge of standard office equipment and machines
6. Knowledge of a variety of computer software programs including Microsoft Word, Excel, District student attendance program
7. Ability to establish and maintain cooperative working relationships with children and adults contacted in the course of work
8. Ability to understand, follow and effectively communicate oral and written directions
9. Ability to type at net corrected speed equal to or greater than 45 wpm
10. Ability to make mathematical calculations quickly and accurately
11. Ability to perform clerical and secretarial work involving independent judgment and requiring accuracy and speed
12. Ability to plan, organize and prioritize work in order to meet schedules and deadlines
13. Ability to maintain accurate records and produce accurate reports
14. Ability to establish, maintain, correctly input and export data in an audible information retrievable computerized student records system
15. Ability to compose correspondence, memos, agendas, newsletters, calendars and other documents from brief verbal instructions or notes
16. Ability to quickly learn the operations, specific laws, rules, regulations, procedures and policies of assigned position and apply them with good judgment in a variety of situations
17. Ability to, with minimal supervision, work calmly and efficiently under pressure, at times in high stress, with constant interruptions, strictly adhering to set policies and procedures
18. Ability to properly operate standard office equipment and machines, including computers
19. Ability to quickly and efficiently assume basic duties of co-workers, as needed
20. Ability to work independently and as a team member, maintain harmony in the work environment
21. Ability to communicate standard yet sometimes sensitive information; vigilantly maintain the security and confidentiality of records, materials and information
22. Ability to greet the public in a courteous, professional manner using tact and discretion
23. Ability to handle a high volume of telephone calls, record clear and accurate telephone messages
24. Ability to be flexible and receptive to change

SECRETARY II – SITE SECRETARY

25. Ability to attend in-service training, conferences and meetings, as assigned, with compensation if overtime is required

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

1. Maintain confidentiality of staff and student information
2. Responsibly perform a wide variety of clerical/secretarial and operational support activities
3. Responsible for typing letters, memoranda, forms and other materials from rough draft and other sources
4. Compose correspondence without specific instructions or review, and correctly interpret administrative decisions as explained by supervisor
5. Relieve administrator(s) of clerical details and minor administrative matters
6. Perform semi-technical clerical work involving the exercise of some independent judgment in making decisions
7. Make contacts with school, administrative and business office managers, teachers, students and the public on a routine or semi-professional level
8. Examine, check and verify complex statistical and other reports for completeness, accuracy
9. Act as secretary to the site principal or other supervisor of an office
10. May act as receptionist
11. May plan, assign and supervise the work of student helpers
12. Keep a variety of records and maintains files
13. May be required to handle financial receipts and money
14. May be required, under minimal supervision, to accurately prepare and maintain student attendance records and reports
15. Create and distribute registration/orientation information packets
16. Enroll prospective students
17. Receive students, parents, faculty and the general public, in person and via the telephone
18. Record messages, respond to general questions, provide information and other assistance, or direct to supervisor(s), as needed
19. Handle all confidential staff and student records, correspondence, documents, forms and information judiciously, ensuring complete security
20. Operate standard office equipment and machines, such as typewriter, transcription machine, computer, computer printer, scanner, copier, fax machine, calculator, multi-line telephone system, two-way radio, paper spreader, electric stapler and paper folder
21. Perform other related duties, as assigned by supervisor

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

1. Mental acuity to: interpret and follow rules relating to the position, make decisions using sound judgment, and evaluate results
2. Facility to sit at a desk, conference table, or in meeting rooms of various configurations for extended period 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 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
8. Facility to drive a car

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 this job