

## **Secretary II**

### **Purpose Statement**

The job of Secretary II is done for the purpose/s of providing support to a variety of instructional programs (i.e. Early Intervention, Right Track, BECEP, school site, Registrar) with specific responsibilities for performing a variety of secretarial and program support to assigned site, program or department; establishing and maintaining department records; coordinating assigned projects; and compiling and distributing a wide variety of materials and reports.

This job reports to Assigned Supervisor

### **Essential Functions**

- Assists other staff members as needed and/or assigned for the purpose of resolving problems and providing information.
- Attends informational and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.
- Compiles and enters data (e.g. work orders, budget reports, specialized district and state reports, personnel records, etc.) for the purpose of preparing reports or processing requests.
- Coordinates a variety of assigned projects and/or program components for the purpose of completing complex assignments, ensuring completion of necessary processes, and delivering services in a timely fashion.
- Distributes all incoming mail and or other deliveries for the purpose of insuring reception of items in a timely manner.
- Maintains inventory of supplies and materials if required by program or site (e.g. forms, office supplies, etc.) for the purpose of ensuring inventory availability.
- Maintains a variety of manual and electronic documents files and records, if required by program or site (e.g. work orders, expense reimbursement requests, invoices, etc.) for the purpose of providing up-to-date information and historical reference in accordance with established administrative guidelines and legal requirements.
- Performs a variety of processes (e.g. some sites require administering first aid, lunch program responsibilities, attendance letters, registrar processes, para schedules, confidential documents, time sheets, newsletters, reconciliation of account balances, etc.) for the purpose of ensuring daily completion of all program/site processes.
- Prepares a variety of correspondence, reports and other materials (e.g. letters, memorandums, minutes, charts, periodic and ad-hoc reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a variety of documents and materials for the purpose of disseminating information in compliance with established administrative guidelines.
- Researches assigned topics (e.g. current practices, policies, codes, etc.) for the purpose of providing information that address school operations.
- Responds to inquiries from a variety of internal and external parties (e.g. district staff, other schools, government agencies, general public, students, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.

- Supports assigned administrative personnel (e.g. often performs duties of assigned administrator in their absence, etc.) for the purpose of providing assistance with administrative functions and responsibilities.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: commonly accepted office application software and machines; and vocational standards.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; working with detailed information/data; and working in multiple locations (by assignment).

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 30% sitting, 60% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing:**

**Certificates and Licenses**

**Continuing Educ. / Training:**

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

SG