

**Job Title: SCHOOL SECRETARY II**

**Definition:**

Under general supervision of the site administrator or designee, performs a wide variety of secretarial and clerical work for the school.

**Distinguishing Characteristics:**

This classification is distinguished from others in this series in that the incumbent performs a variety of secretarial and clerical work in the elementary school under the supervision of the site administrator or designee.

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all these tasks, or may perform similar related tasks not listed here.

1. Acts as a secretary to the school principal and with service responsibilities to members of the certificated and classified staff.
2. Prepares all necessary documents and information for start up and close of each school year, which may include ordering, staffing, class lists, etc.
3. Prepares and maintains school records, letters, memoranda, reports, school bulletins, and other documents, including materials of a confidential nature.
4. Screens telephone calls, visitors, and routes mail.
5. Maintains principal's calendar, school calendar, and facilities use calendar.
6. May attend staff and other committee meetings, take and distribute minutes of meetings as requested.
7. Manages and trains, as necessary, the work of clerical assistants and new office staff.
8. Arranges for substitutes as needed and calls and maintains sub-finder system.
9. Records and complies payroll and gathers necessary documentation as required.
10. Maintains communication within the school staff and other schools and offices in the district.
11. Supervises students sent to office for discipline until an administrator can handle them, prepares suspensions and expulsion paperwork.
12. May assist enrolling new students, attendance, and coordination with other schools.
13. Performs a variety of office duties not requiring the immediate attention of the principal and acts as liaison between school staff and parents.
14. Prepares purchase orders, petty cash vouchers, and warehouse requests for textbooks, supplemental materials and supplies as needed.
15. Assists principal with budget and donation account.
16. May administer first aid to students and staff and dispense medication on an emergency basis.
17. Insures the cross training of all clerical staff.
18. Prepares master schedules (staff and student), student schedules and changes, student report cards and progress reports.
19. Assist/maintains student body records and accounts.
20. Manages multiple office personnel and organizational tasks and functions.
21. Performs other related duties as assigned.

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**Minimum Knowledge, Skills and Ability:**

**Knowledge of:**

- Modern office and secretarial practices, including computers and software
- Efficient record-keeping techniques
- School and district procedures and operations
- First Aid/CPR/Health problems
- Basic accounting skills – spreadsheets, balancing sheets, expenditure ledgers
- Query, run reports, and access database systems
- Student Information System

**Skill and Ability to:**

- Perform secretarial and clerical work involving independent judgment and requiring accuracy and speed
- Develop and maintain a variety of records
- Maintain professional confidentiality
- Keyboard accurately at a speed of not less than 50 words per minute on a 5 minute test
- Work harmoniously with fellow workers, school personnel, parents, and children in a multi-task environment.
- Follow oral and written instructions
- Ability to read, write, and speak Spanish is desired.

**Training and Experience:**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would qualify. A typical way to obtain the knowledge, skills and abilities would be: AA degree and four years of increasingly responsible clerical experience or high school graduate and seven years of increasingly responsible clerical experience involving contact with the public/office manager experience, and preferably at least two years in a school district.

**Physical Requirements and Working Conditions:**

- Require vision which may be corrected to read small print
- Perform lifting, pushing, and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to inside environmental conditions.
- May be required to work at a computer terminal for prolonged periods.
- May be required to work evenings and weekends.
- May be required to take and pass a physical examination.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

**Range 35**

**Job Title: SCHOOL SECRETARY II****PHYSICAL REQUIREMENT INFORMATION**

<b>Physical Demands:</b>	<b>HPD = Hrs. Per Day</b>		
	Rarely (0 – 1.5 HPD)	Occasionally(1.5-3 HPD)	Frequently(3 – 6 HPD)
Sitting			X
Standing		X	
Walking		X	
Bending (neck)			X
Bending (waist)	X		
Kneeling	X		
Reaching		X	
Stooping		X	
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling		X	

<b>Lifting</b>				<b>Carrying</b>		
	Rarely (0-1.5HPD)	Occasionally (1.5– 3HPD)	Frequently (3 – 6HPD)	Rarely (0-1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0–10 lbs.		X			X	
11–25 lbs.		X			X	
26–50 lbs.	X			X		
51–75 lbs.	X			X		

<b>Mental Demands:</b>	<b>Rarely (0 – 1.5 HPD)</b>	<b>Occasionally (1.5 – 3 HPD)</b>	<b>Frequently (3 – 6 HPD)</b>
Problem Solve			X
Make Decisions			X
Supervise			X
Interpret Data			X
Organize			X
Write			X
Plan			X
Multi-Task			X

<b>Equipment Use:</b>	<b>Rarely (0 – 1.5 HPD)</b>	<b>Occasionally(1.5 – 3 HPD)</b>	<b>Frequently (3 – 6 HPD)</b>
Telephone			X
Copier			X
Computer			X
Radio			X