



PITTSBURG UNIFIED SCHOOL DISTRICT

DISTRICT SECRETARY II

CLASSIFICATION SPECIFICATION

DEFINITION:

Under general supervision, to relieve a District level administrator of a variety of office and routine administrative duties, planning, organizing, and participating in the clerical operations related to the assigned functions of the division; and to perform all related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Positions in this class are distinguished by the complexity and confidential nature of assigned duties. Incumbent work within a general framework of established procedures, but are expected to use initiative and independent judgment in solving problems.

EXAMPLES OF DUTIES:

- Organizes and expedites the flow of work through a major district office
- Acts as receptionist, making appointments and arranging group meetings
- Answers inquiries concerning departmental policies and procedures
- Receives and attempts to resolve complaints through knowledge of departmental policies and general District rules and regulations
- Develops procedures to expedite transmittal of information, or to facilitate implementation of policies, programs or directives
- Receives and routes office correspondence
- Independently composes correspondence from general instructions
- Reviews outgoing correspondence for consistency with operational procedures as well as for format, grammatical construction and punctuation
- Types and maintains a heavy volume of complex and confidential reports
- Takes and transcribes dictation for a wide variety of subjects, including materials of a confidential and sensitive nature
- Attends meetings and conferences, and acts as recorder, preparing reports of actions taken and assignments made
- Establishes and maintains numerical, alphabetical and subject matter files which may contain sensitive and confidential material
- Compiles data for budget preparation purposes in accordance with federal, state and local guidelines
- Maintains budget control records
- Gathers and prepares information for a variety of local, state and federal reports
- May prepare material for Board agenda; duplicates, collates, and assembles materials for distribution
- Operates a variety of office machines, including typewriter, adding and copying machines

DISTRICT SECRETARY II

Page 2

EXAMPLES OF DUTIES: (cont.)

- May supervise other clerical workers; may operate a two-way communications system
- Makes travel arrangements for supervisor
- May operate word processing equipment, data entry equipment and/or microfilm equipment
- Performs all related duties as assigned

MINIMUM REQUIREMENTS:

Knowledge Of:

- Correct English usage, spelling, grammar, punctuation and composition
- Modern office methods, practices and procedures, including receptionist and telephone techniques, letter and report writing, and proofreading
- Modern office organization, procedures, and practices
- Numerical, alphabetical, and subject matter filing systems
- Organization and collection of data
- Standard office machines
- Laws and regulations of the Education Code and District pertaining to assigned areas
- Principles of supervision and training

Ability To:

- Perform a variety of complex clerical and secretarial work involving use of independent judgment, and requiring accuracy and speed
- Proficiently operate standard office equipment; make arithmetical calculations with accuracy and speed
- Maintain complex filing systems which contain confidential or sensitive information
- Compile and prepare complex and accurate reports
- Independently compose correspondence
- Perform in situations requiring specialized knowledge using tact and good judgment
- Understand and apply complex policies and rules
- Supervise the work of others
- Understand, carry out, and give oral and written instruction
- Maintain cooperative working relationships with those contacted in the course of work
- Type at a net corrected speed of 50 words per minute
- Take dictation at a speed of 90 words per minute, and transcribe it accurately, or use dictation equipment with proficiency