

**Job Title: ADMINISTRATIVE SECRETARY II**

**Definition:**

Under general supervision of an Assistant Superintendent and direct supervision of a Director or Coordinator, performs complex secretarial and clerical work in specialized area of a Department.

**Distinguishing Characteristics:**

This classification is distinguished from others in this series in that the incumbent performs a variety of secretarial and complex clerical work and performs specialized and responsible functions where special knowledge and independent judgment are required.

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here (including but not limited to services to English learners in the areas of Assessment, Curriculum and Staff Development):

1. Takes and accurately transcribes dictation.
2. Compiles information from various sources pertaining to the specialized operational area in conformance with state and federal regulations and established District procedures and policies.
3. Types correspondence, reports, etc., for the specialized department.
4. Independently writes, types and distributes memoranda, bulletins, reports and statistical data not requiring direct attention of a supervisor.
5. Sets up and maintain all necessary files for all special projects.
6. Answers telephone.
7. Communicates and exchanges confidential information with other districts and agencies.
8. Maintains and assist in the development of budgetary requests and records.
9. Attends committee meetings and other meetings, takes and transcribes the minutes.
10. May direct office assistants when necessary.
11. Performs other related duties as assigned

**Minimum Knowledge, Skill and Ability:**

**Knowledge of:**

- Modern office and secretarial procedures.
- Efficient record-keeping techniques.
- Computer and related software.
- School and District policies and procedures
- Use of the various State and Federal Government Codes
- Education codes and its uses

**Skill and Ability to:**

- Perform secretarial and clerical work involving independent judgment and requiring accuracy and speed
- Develop and maintain a variety of records

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- Provide training and support to extra secretarial and clerical workers assigned to the department
- Keyboard accurately at a speed of not less than 50 wpm on a five-minute test
- Take dictation at speed required by management
- Compose letters, memoranda and communication bulletins
- Maintain effective and cooperative working relationships with fellow workers, school personnel and the public
- Maintain professional confidentiality
- Operate various office machines including computer and related software

**Training and Experience:**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: high school diploma or equivalent, four years of responsible secretarial experience involving contact with the public. School District experience preferred.

**Physical Requirements and Working Conditions:**

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform work which may required sitting for prolonged periods
- Is subject to inside environmental conditions.
- May be required to attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings.
- May be required to work at a computer terminal for prolonged periods.
- Perform lifting, pushing, and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- May be required to work evenings and weekends.
- May be required to take and pass physical examination.
- Will be requested to have live scan fingerprinting completed and cleared prior to beginning work.

**Range 35**

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

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