

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: SECRETARY II

BASIC FUNCTION

Under the direction of an administrator or designee, to perform specialized and responsible clerical and secretarial functions; in a District department, or in a school setting; to relieve the administrator of clerical detail and to perform routine administrative aide functions; and to do other related work as required. Incumbents in this classification provide clerical support to an administrator; and provide students, staff and the public with information through the performance of a wide variety of secretarial services, which directly supports learning.

ESSENTIAL JOB FUNCTIONS

- Serves as a personal secretary and office management organizer to administration and staff
- Serves as an administrative aide by responding to inquiries and providing information to students, parents and the public
- Refers specific communications or correspondence to appropriate staff members for the gathering of data for the administrator's review
- Collects data from a variety of sources and compiles reports or summarizes information
- Initiates follow-up activities to ensure that the operational time lines are met
- Arrange correspondence for supervisor's personal reply with appropriate background materials
- Independently or in accordance with general instructions, composes correspondence concerning a wide range of subjects requiring a thorough knowledge of policies, regulations, and operational procedures
- Reviews outgoing correspondence and other materials to ensure consistency with policies, regulations, operational procedures, formatting, grammatical construction, and punctuation
- Prepares input data for a computerized record management, storage, and retrieval system, and utilizes the output reports in the office operational functions
- Maintains a variety of logs, records and files
- Schedules and organizes the clerical functions of the office to which assigned
- Assists in organizing and conducting special events or activities
- May collect and receipt funds
- Requisitions, orders and maintains an adequate inventory of supplies and instructional materials
- May take and transcribe notes pertaining to a wide variety of subject areas, including materials that may be of a privileged or sensitive nature
- Assists in the scheduling of school facilities pertaining to civic center use
- Assists with budget planning and expenditure control
- May participate in the request, assignment and orientation of substitute personnel to a site
- Prepares, organizes and coordinates the preparation of the materials and documents pertaining to the Board of Trustees meeting agenda
- May assist with recruitment activities for department personnel
- May administer routine First Aid, and contact appropriate person and agency in event of serious illness or injury (if assigned to a school site)
- Performs other duties related to the class as assigned

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JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- To operate modern office methods and equipment, including automated record management and filing systems
- Take and transcribe dictation accurately, or use transcription equipment effectively in preparing various written materials
- Make arithmetical calculations with speed and accuracy
- Operate word processing and data processing equipment

Knowledge of:

- Organization and coordination of specialized and responsible clerical functions
- English usage, grammar, spelling, and punctuation
- Basic methods and techniques of organization and planning
- Receptionist and telephone techniques, correspondence and report writing

Ability to:

- Learn, interpret, and apply legal mandates, policies, rules and regulations, and operational procedures pertaining to the district or individual school
- Assume responsibility for routine administrative detail, including the organization and coordination of the clerical activities of the supervisor's office
- Compose correspondence independently
- Establish and maintain comprehensive and accurate files and records, and prepare concise and complete reports as required
- Plan, schedule and perform a variety of clerical and typing duties in support of assigned department or function
- Plan, organize and coordinate the work of other clerical personnel
- Assemble diverse data and prepare clear and concise reports, correspondence and related material
- Communicate effectively both orally and in writing
- Meet schedules and time lines
- Answer routine questions as directed on behalf of supervisor
- Develop and maintain a complex data filing system
- Work courteously and tactfully with co-workers, public and parents
- Promotes team building and a positive work environment
- Adapt easily to work assignments, additional priorities, and new procedures
- Receive constructive criticism and modify work appropriately
- Prioritize needs and solve problems independently as appropriate
- Suggest procedural improvements to supervisor as appropriate
- Skillfully handle difficult situations using good judgment
- Maintain high level of professionalism while keeping the needs of customers a top priority
- Keyboard at an acceptable rate of speed

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PHYSICAL DEMANDS

Persons performing service in this position classification will be expected to perform medium work, which involves lifting no more than 50 pounds at a time occasionally, and frequently lifting or carrying of objects weighing up to 25 pounds. The work may occasionally involve ascending stairs and ramps and involve sitting for extended periods of time. If someone can do medium work, it is deemed that he or she can also do sedentary and light work (*Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”*)

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Three (3) years of responsible and varied secretarial and clerical experience, including some experience in organizing and coordinating specialized clerical functions.

Education:

Equivalent to the completion of High School, including or supplemented by coursework in, computer applications, data entry and output report development, office management, or other related skill areas.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possess and maintain a valid First Aid Certificate (if assigned to a school site)