

	ADMINISTRATIVE SECRETARY II	Classified Position Initial Date: June 29, 1994 Board Approval: June 12, 2012 Revision Date: June 12, 2012 Personnel Commission: Range: 48 Reports to Site Administrator
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DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To coordinate the work flow and activities processed through a middle or adult school; to assist the school principal by performing a variety of highly responsible secretarial and administrative support functions with speed and accuracy. Employees in this classification receive limited supervision within a broad framework of policies and procedures. Employees in this job class may assign, direct, and monitor the work of others in a lead capacity. This job class requires in-depth knowledge of school site operations and administrative procedures as well as a high level of secretarial and organizational skills. This job class functions in a highly visible and independent manner and includes extensive contact with students, parents, and school staff requiring a high degree of tact, discretion, and judgment.

REPRESENTATIVE DUTIES:

- Plan, organize, and perform clerical, secretarial and administrative support functions related to school activities and operations
- Act as resource person/receptionist to teachers, students, parents, and the public regarding general and specific information on policies, procedures, school office operations, including computerized record keeping system; provide lead supervision to school clerical support positions
- Coordinate and facilitate communications and serve as liaison between District and site personnel, parents, students, school, and community organizations
- Type and review a variety of school related and sensitive materials
- Coordinate and communicate with the District Office to cover absences with substitute teachers; maintain related substitute employee files
- Prepare documentation to register new students and maintain permanent student records, transcripts, and attendance information; maintain records related to certificated and classified school employees
- Acts as registrar at the adult school; maintains records related to certificated and classified school employees; maintain a variety of manual and/or computerized data files and records at a middle school or adult school
- Maintain computerized school budget, inventory and process related material; collect data/information and prepare reports
- Open, sort and screen mail for the administrator; distribute mail to staff as appropriate; meter outgoing mail
- Operate a variety of office equipment; maintain service agreements
- Register /enroll new students as assigned; review, verify, process records, files, and other documents for new students
- Train and provide work direction and guidance to designated staff as assigned; provide input concerning employee interviews and evaluations as requested
- Maintain a variety of certificated and classified personnel records, time sheets, lists, files and records including confidential matters
- Prepare requisitions for the purchase of office and school supplies and equipment; obtain appropriate signatures as well as budgetary records related to purchases and service agreements
- Attend, prepare and participate in various meetings as assigned; take, transcribe and distribute minutes as required
- Participate in a variety of other assigned duties such as arranging emergency drills, maintain drill logs, issuing identification cards
- Perform basic First Aid in accordance with established District policies and guidelines; dispense medication under doctor's orders
- Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary
- Knowledge of operations and functions of a large public school office
- Knowledge of proper office methods and practices including word processing, record keeping systems, receptionist and telephone techniques, and letter and report writing
- Ability to establish and maintain record keeping systems; knowledge of financial record keeping methods and practices
- Ability to analyze situations and take appropriate action in a variety of procedural matters without immediate supervision
- Ability to perform mathematical calculations with speed and accuracy
- Ability to learn and use computer systems and office software programs related to assignment.
- Ability to pass a standardized typing test at the rate of 50 words net per minute, desired
- Ability to effectively and tactfully communicate in both oral and written forms
- Ability to prioritize and coordinate work flow to meet timelines
- Ability to operate a variety of office

WORKING CONDITIONS:

ENVIRONMENTAL CONDITIONS:

- Primarily indoor office environment, school setting subject to frequent interruptions

PHYSICAL DEMANDS:

- Sitting or standing for extended periods of time
- Seeing, hearing and speaking to exchange information
- Lifting, carrying, pushing and pulling as assigned by position
- Dexterity of hands and fingers
- Moderate to high stress level

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent is required
- One year of college or high school graduation with one year of business college
- Three years of previous secretarial or clerical experience; one year in a school district desirable
- Clerical or secretarial experience beyond three years may be substituted for one year of college or business college
- Typing certificate is required, net 50 wpm, desired
- Bilingual ability may be desirable

LICENSES AND OTHER REQUIREMENTS:

- May require a valid California Driver's License
- May require pre-employment physical examination

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.