

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Range 48

ADMINISTRATIVE SECRETARY II

DEFINITION

Serves as secretary to Assistant Superintendent; performs a wide variety of difficult clerical work; does related work as required.

DISTINGUISHING CHARACTERISTICS

The position of Administrative Secretary II serves at the District Office Level. Individuals serving in this position are differentiated from the Administrative Secretary IIB (Confidential) in that they have limited or no dealings with employee-employer relations (Negotiations).

Performs complex and advanced administrative and secretarial duties with limited supervision; has responsibility for providing highly skilled secretarial and office support functions as well as routine administrative functions to assigned administrator; requires thorough working knowledge and interpretation of District policies, procedures, programs, and requirements; may direct the work of other office staff.

OCCUPATIONAL GROUP

Classified (Clerical)

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Prepares a variety of complex materials such as resolutions, manuals, publications, schedules, statistical summaries and reports, and final reports; composes correspondence from limited instructions or from own knowledge of subject matter and District policy. **(E)**
2. Takes and/or transcribes dictation from notes and/or tape machine at District meetings and conferences. **(E)**
3. Receives, reviews, and verifies documents, records, and forms for accuracy, completeness and conformance to applicable rules, regulations, policies, and procedures; processes documents in compliance with established policies and procedures. **(E)**
4. Arranges appointments, schedules, and itineraries and maintains detailed calendar for assigned administrator and/or other District staff related to functions of assigned office.

5. Originates and prepares statistical and technical material independent of specific instructions. **(E)**
6. Processes administrative details not requiring the immediate attention of assigned administrator.
7. Performs varied and responsible secretarial and office support duties to assist in the processing and completion of administrative operations for assigned administrative offices. **(E)**
8. Acts as information source regarding District's policies, procedures, and objectives, receiving and interviewing callers and giving out information where judgment, knowledge, and interpretation are utilized, especially in the proper handling of confidential files or information. **(E)**
9. Maintains control files on matters in progress and expedites their completion. **(E)**
10. Prepares information needed in administrative decisions and in facilitating implementation of District policies and programs. **(E)**
11. Prepares a variety of State and District forms and reports. **(E)**
12. Prepares agenda items for Board of Education. **(E)**
13. Coordinates, supervises, and monitors special projects, assignments, and activities as assigned.
14. Maintains expenditure records of office/unit budget; assists with development of budget; prepares and coordinates budget transfer requests as necessary. **(E)**
15. Interviews office visitors and telephone callers and either answers questions, provides desired information as required, or refers to appropriate person. Receives complaints and may initiate action to resolve problems. **(E)**
16. Collects, compiles, and digests information pertaining to specified administrative or educational activities and operational functions as assigned. **(E)**
17. Establishes and maintains office files, record-keeping, and data collection systems. **(E)**
18. Receives, sorts, distributes incoming mail, orders and distributes office supplies and materials. **(E)**

19. Coordinates and prioritizes work flow within operations unit and in conjunction with other units and agencies.
20. Performs other related duties as assigned.

(E) = Essential Functions

MINIMUM REQUIREMENTS

KNOWLEDGE OF:

- Proper office methods and practices, including filing systems, business correspondence, report writing, proper telephone techniques. Personal computers, including word processing, spreadsheet, and database software. California Education Code, Title V, and District Administrative Guide;
- Proper English usage, grammar, spelling, vocabulary, and punctuation. Basic school district functions, policies, procedures, rules, and regulations.

ABILITY TO:

- Plan, organize, and prioritize workload so as to meet established timelines.
- Communicate effectively and tactfully in both oral and written forms with administrators, staff, students, and the community at large;
- Prepare meeting minutes, memos, letters, and reports independently;
- Analyze data and prepare spreadsheets;
- Work effectively with little or no supervision;
- Supervise office personnel;
- Operate personal computer using various word processing, spreadsheet, and database software;
- Interpret District policies and regulations and apply them with good judgment in a variety of procedural matters;
- Perform difficult and responsible clerical work with speed and accuracy;
- Compile and maintain accurate and complete records and reports;
- Make mathematical calculations of moderate difficulty;
- Type at a rate of 60 words per minute from clear copy;
- Take dictation using a method allowing a rate of 90 words per minute and transcribe it accurately is desirable;
- Operate a variety of office machines;
- Understand and carry out oral and written instructions;
- Maintain a working knowledge and application skills in the newest technological programs and hardware;
- Establish and maintain cooperative and effective relationships with those contacted during the course of the working day.

EDUCATION/EXPERIENCE

- At least one year School District experience highly desirable;
- Educational equivalent to the completion of the 12th grade;
- Four (4) years of increasingly responsible experience in secretarial and clerical work;
- Supplemental training or course work in the secretarial/clerical area desirable.

WORKING CONDITIONS

- A District office environment;
- Demanding time lines;
- Subject to frequent interruptions and extensive contact with the staff and public.

PHYSICAL ABILITIES

- Bending at the waist and reaching to retrieve and maintain files and records;
- Carrying, pushing, pulling or lifting light equipment and supplies;
- Climbing, occasional use of step ladders;
- Dexterity of hands and fingers to operate standard office equipment;- Hearing and speaking to exchange information in person and on the telephone;
- Kneeling, crouching or stooping;
- Reaching overhead, above the shoulders and horizontally;
- Visual ability to read, prepare/process documents, and to monitor office activities;
- Sitting and/or standing for extended periods of time;
- Mobility.

HAZARDS

- Some contact with toxic materials;
- Extended viewing of computer monitor;
- May be exposed to contact with uncooperative or abusive individuals;
- Working around and with office equipment having moving parts.