

JOB DESCRIPTION
SECRETARY II

Range 35 Classified Salary Schedule (ESD/HSD) – 261 Work Days (12 Months)

DEFINITION:

Under general supervision, performs general clerical work. The work of the class consists of varied general office duties involving skilled operation of office equipment, standard office procedures, and responsible contacts with students, parents, and others. Workers may maintain and report attendance, type reports, answer phones and take messages, photocopy and assemble materials, and maintain files. The work requires prior office clerical experience and the ability to continue to acquire and refine word processing skills. Fully experienced workers use initiative and independent judgment to follow through on matters to see that assigned tasks and activities are completed correctly and in a timely manner. Advocates on behalf of students; understands the needs of the students and follows up when appropriate; builds successful relationships with students to ensure a productive environment; understands his or her role and responsibility and how they contribute to student achievement; anticipates and responds quickly to student needs; contributes to creating and maintaining a positive and safe environment for students; treats all students fairly.

EXAMPLES OF ESSENTIAL FUNCTIONS:

(The job duties listed are typical examples of the work performed by this job classification. Not all duties assigned are included, nor are all duties listed performed in every office.)

- Serves as clerical assistant to one or more administrators and staff
- May assist with the technical and specialized functions in the processing of enrollment, placement, and accommodations for enrolling students
- Facilitates courtesy registration for students at individual school sites (ESD: Kindergarten, HSD: 9th grade)
- Enters new students and performs a variety of other tasks using the student information system
- Composes correspondence, memoranda, reports, and minutes of meetings from rough drafts or instructions
- Assists staff or families in scheduling school-related appointments
- Arranges for translation of forms and documents into Spanish as requested
- Maintains records; may assist with vendor invoices for accuracy
- Performs data processing duties related to needs of the department or site as necessary, including verifying new addresses for students and updates within the student information system
- May print class size lists for schools on a weekly basis
- Prepares letters, reports, lists, requisitions, and bulletins
- Performs a variety of clerical duties including answering phones, greeting visitors, preparing mailings, and other duties as requested
- Operates photocopy machine; receives work requests and sets controls to produce desired output
- May perform routine service of office equipment
- Receives telephone requests; prepares and enters information into computer and maintains ongoing accurate filing systems
- Acts as initial point of contact with students, community, visitors, parents, staff, and others
- May maintain daily log of pupil health office visits
- May assist with processing of requisitions
- Processes work orders
- Maintains student files
- Operates computer to enter data and maintain or retrieve computerized office or unit records, e.g., supply orders, customer bills, schedules, bus runs, employee files, forms inventory

- Assists administrators with 504's for students
- Acts as a liaison between custodial staff and school needs or facilities use, including coordinator with District, school staff, and Technology
- Enters school facilities requests in scheduling software and maintains facility use calendar
- Compiles, duplicates, distributes information, and responds to questions about school activities, laws and rules as directed by the administrative supervisor
- Programs bell schedule and changes as needed
- May assist with programming phone system; silencing fire alarm panel; controlling emergency address system
- Creates automated communication system messages with direction of Administration
- Acts as a liaison for individual students or parents regarding the school program and its staff, referring the most difficult problems to the Administrator
- May assist with updating and maintaining the school and department calendars on website
- Maintains the calendar for conference rooms, facilities, and Assistant Principals
- Assists with student and parent orientation
- Makes appointments for counselors and administrative team
- Provides back-up to attendance
- Assists with information regarding School Tours
- May assist with arranging field trips
- Coordinates the Bus Ticket Program
- Supervises student assistants as needed
- Assists in graduation arrangements
- Assists with assignment of substitutes
- May assist with supply orders
- Opens, sorts, and distributes mail
- Administers first aid as needed
- Performs other duties as assigned

Specific Enrollment Office Duties:

- Issues passes; collects and receives monies for transportation program
- Reviews, processes, and maintains logs for Inter-District Transfer (IDT) requests, updates changes to status in student information system and notifies parents, County Office of Education, and other districts of IDT decisions
- Interacts with Student Services on all Special Education enrollments
- Performs enrollment and transfer processes for new students; interacts with sites regarding student placement; informs parents of school placement; may request student files from former schools and forwards to new sites

KNOWLEDGE, SKILLS AND ABILITIES:

- Performs all skills and functions proficiently in English
- Knowledge of office practices and procedures, including business correspondence, filing, and the operation of common office equipment, including computer
- Demonstrated knowledge of business English, spelling, and math
- Possesses excellent customer service skills
- Demonstrated skill in keyboarding and database management using a variety of computer programs, e.g. Word, Excel, PowerPoint, and student information systems
- Demonstrated ability and fluency to communicate effectively with all staff, parents, students, members of the community and others
- Ability to perform a variety of clerical work including, maintaining records, verifying and compiling data, and preparing routine reports from such data and records

- Ability to make minor decisions in accordance with established departmental policies and procedures and to apply these to standard work situations
- Ability to establish and maintain positive and effective relationships Ability to schedule and plan clerical work without supervision
- Ability to speak, read, and understand the English language proficiently

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and a minimum of four years' experience involving public contact. Significant clerical background and experience is required. Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.

CERTIFICATE AND LICENSE REQUIREMENTS:

- Red Cross First Aid Certification
- Typing test required with a minimum 45 WPM score achieved

PHYSICAL REQUIREMENTS:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting (up to 20 pounds), carrying, pushing, and/or pulling; significant manual dexterity, particularly to perform keyboarding tasks daily. Sufficient hearing and speaking ability for normal voice level and telephone conversations and to hear and speak to be understood in indoor and outdoor settings. Generally the job requires 70% sitting, 15% walking, and 15% standing.

CSEA Approval: June 10, 2015

Board Approval: June XX, 2015

The Board of Education prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation, gender identity, gender expression, or genetic information at any district site and/or activity. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy.