

SCHOOL SECRETARY II

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for the accurate performance of a wide variety of routine but increasingly difficult keyboarding and clerical duties in a school district. Considerable contact with the public, school personnel and students is involved. The class differs from School Secretary I by higher degree of work complexity and independent judgment and from School Secretary III in that the work involved is of a more prescribed nature involving less independent judgment in carrying out administrative details. General supervision is received from higher-level school personnel. Training or direction is given to lower level personnel.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed that could reasonably be expected to be performed by an employee in this title.

1. Serves as secretary to a school official or department head;
2. Performs skilled keyboarding to produce correspondence, reports, tables and charts, and to maintain large databases;
3. Performs reception work, including providing routine information concerning unit procedures and services, collecting fees, scheduling appointments, referring callers to appropriate staff and taking detailed messages;
4. Gathers, extracts and copies information for use by professional staff;
5. Maintains simple accounts and unit supplies;
6. Maintains records of time and benefit usage, employee certification and training;
7. Files materials in record system in accordance with departmental guidelines; pulls records for use by staff or disposition to storage or destruction;
8. Takes longhand minutes, prepares summary notes and submits to chairperson or administrator for approval before distribution;
9. Reviews records and documents for completeness, compliance with departmental standards and for accuracy;
10. May maintain time and attendance records;
11. Performs a variety of clerical support work based on unit needs including logging records, photocopying, faxing, maintaining office supplies, processing bulk mailings and similar activities.
12. May assist in budget preparation.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of grammar, spelling, punctuation, and required formats necessary to recognize and correct such errors in correspondence, records and reports;

Knowledge of software packages for word processing to produce a variety of information and for database management to track information;

Knowledge of office practices necessary for interacting with staff and the public, processing work flow, and filing and retrieving information;

Knowledge of arithmetic to verify calculations and report on work activities;

Skill in operating office automation equipment sufficient to produce work accurately and efficiently;

Ability to take minutes and prepare summary notes;

Ability to learn and work within departmental procedures and guidelines;

Ability to provide basic information and direction to clients, public and others;

Ability to collect and record fees;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

SCHOOL SECRETARY II (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER: (A) Completion of thirty (30) college credits;
- OR: (B) Possession of a certificate from a business/secretarial school;
- OR: (C) One (1) year of full-time clerical experience, that included the performance of skilled keyboarding duties;
- OR: (D) An equivalent combination of training and experience as indicated in (A), (B) and (C) above.

SPECIAL REQUIREMENT:

Candidates must indicate keyboarding ability; i.e., courses in keyboarding or keyboarding work experience.

ADOPTED: 10/13/88
REVISED: 01/31/91 01/24/95 8/01/03 03/04/08 09/08/17