

SCHOOL SECRETARY II (STENOGRAPHER)

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for the accurate performance of a wide variety of routine but increasingly difficult stenographic, 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 (Stenographer) by higher degree of work complexity and independent judgment and from School Secretary III (Stenographer) 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:

1. Serves as secretary to a school official or department head;
2. Takes and transcribes dictation of letters, memoranda, reports and other materials of a complex or difficult nature;
3. Operates a keyboard in the preparation of confidential materials, reports, letters, memoranda, etc.;
4. Receives and screens telephone calls from administrators, faculty, and the public;
5. Maintains student files and records;
6. Maintains simple accounts;
7. Maintains unit supplies;
8. Serves as a receptionist to assist principal or assigned department;
9. Directs and trains other clerical employees;
10. Uses electronic data processing equipment in the storage and retrieval of information;
11. Operates office machinery;
12. May process applications for college entrance;
13. May maintain time and attendance records;
14. May maintain student attendance lists and assist in clerical work for other offices as requested;
15. May assist in budget preparation;
16. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment; good knowledge of business English and arithmetic; ability to operate a keyboard at not less than 35 words per minute; ability to take dictation at not less than 80 words per minute; ability to supervise the work of others; ability to maintain neat and legible records; ability to maintain satisfactory working relationships with others, including the public; ability to communicate effectively both orally and in writing; ability to learn the use of electronic data processing equipment; ability to understand and follow oral and written directions; ability to perform arithmetic operations accurately and quickly; ability to maintain confidentiality; patience; tact and courtesy; physical condition commensurate with the demands of the position.

SCHOOL SECRETARY II (STENOGRAPHER) (Cont'd)

MINIMUM QUALIFICATIONS:

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

- EITHER: (A) Completion of one (1) year (30 credits) of college or business school or secretarial school;
- OR: (B) One (1) year of full-time clerical experience which included the performance of skilled stenographic and keyboarding duties;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above;

SPECIAL REQUIREMENT:

Candidates must indicate stenographic and keyboarding ability; i.e., courses in stenography and typing or skilled stenographic and keyboarding work experience.

CL5423

ADOPTED: 10/13/88

REVISED: 01/31/91 01/24/95 03/04/08