

SECRETARY II

CLASSIFICATION: Classified

IMMEDIATE SUPERVISOR'S TITLE: Administrator

EVALUATOR'S TITLE: Administrator

JOB SUMMARY: Under general supervision of an administrator, perform a variety of complex and responsible clerical, secretarial, and administrative duties of a confidential nature for an administrator and staff; oversee and coordinate the clerical support functions of the office; maintain financial/statistical records and perform related duties as assigned. Frequent use of independent judgment in the performance of work. Must meet ongoing deadlines throughout the school year related to these duties.

ESSENTIAL DUTIES:

- Perform a variety of complex, confidential and responsible secretarial and administrative duties for an administrator
- Initiate and maintain a variety of files and records such as human resources, payroll, budget, inventory and student related records, including using computerized data bases
- Explain District and school policies and procedures in person or by phone; assist, and/or refer as appropriate, students, parents, staff and community as required
- Relieve administrator of routine personnel, budget and payroll functions
- Order, receive, store and/or distribute a variety of supplies, equipment and other materials
- Monitor school site, department, and/or office budgets
- Prepare, maintain/distribute a variety of confidential and public correspondence/notices/records
- Coordinate and oversee (or assist with) assignment of substitutes on a daily basis; record and submit substitute forms and staff absence forms
- Distribute monthly staff pay warrants and yearly W-2's
- Monitor and bill a variety of office and school accounts (e.g. copy machine)
- Serve as liaison between administrators and site/district staff
- Monitor school site or office petty cash funds
- Receive and deposit funds
- Monitor sign in and out of facility keys
- Oversee the clerical support functions of the office

OTHER DUTIES:

- Receptionist for main office; screen calls and visitors, refer inquiries as appropriate
- Make appointments and arrange conferences and meetings
- Record minutes for faculty, office, department and/or committee meetings
- Independently prepare routine correspondence
- Take and transcribe dictation from rough draft, shorthand notes, or Dictaphone recordings
- Gather, organizes, and prepares information for reports
- May keep Master Calendar
- Supervise student assistants; supervise students waiting to see administrators

- May perform duties of Secretary I, Attendance Clerk, Clerk Typist II, and Clerk Typist I
- May maintain student testing files as required
- Enter and recall data on computer terminal
- Work closely with student, parent and community groups to assist with arrangements for various events and activities
- Oversees bulk mailings

EMPLOYMENT STANDARDS:

- **Training and Experience** -Two years of increasingly responsible secretarial experience. Intermediate computer skills in word processing, database and spreadsheets. Knowledge of: English usage, spelling, grammar and punctuation; good office practices and excellent telephone and communication skills; record keeping principles and procedures. Ability to: maintain confidentiality; analyze situations and proceed with effective course of action; exercise independent judgment; perform under pressure and work within deadlines; establish and maintain effective working relationships with entire school community; work independently; interpret and apply District and site policies and procedures; make mathematical calculations with speed and accuracy. Good organizational skills.
- **Physical Effort/Working Environment** - Indoor work environment; daily lifting of light to moderate weight parcels; occasional standing and walking; occasional exposure to high degree of noise.
- **Licenses/Certification** - A valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be required.
- **Education** - Completion of twelfth grade or equivalent. Completion of secretarial/clerical or business training programs is desirable.

West Sonoma County Union High School District
 Classified Salary Schedule - Range 29
 Work Year: 12 months
 Approved: June 17, 1999
 Revised: 9/24/08