

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

SCHOOL SECRETARY II – BILINGUAL

DEFINITION

To provide secretarial and clerical support to a junior high or continuation school Principal; to relieve the Principal or routine administrative details; work; and to provide information and assistance to students, parents, staff and the public.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from high level administrative staff.

May provide technical and functional supervision over part-time clerical staff or student assistants.

EXAMPLES OF DUTIES

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

Provide secretarial support to a junior high or continuation school Principal. Serve as receptionist for the office; takes and refers messages for the principal and teachers. Provide information regarding school matters over the counter and by telephone. May take and transcribe dictation. Compose routine letters and memos independently. Coordinates substitute teacher assignments, completing all necessary forms and maintain records. Prepare all necessary forms for classified and certificated payroll; maintains records of all payroll information and distributes certificates and classified payroll. Process incoming and outgoing mail. Coordinates arrangements for school and community activities held at the school; maintain use of facilities and custodial calendars. Prepares insurance claim forms for injured and insured students and staff. Prepare, submit and update master schedule and input to Data Services by use of computer terminal. Maintain updated Principal's calendar, master school calendar, and district calendar; scheduling meetings and appointments. Assist with students in Nurse's office when necessary. Assist in maintaining unit budget information on all departments; verifies data print out of actual accounts. Maintain general, student, special and confidential files. May maintain student body activities and revolving cash accounts. Keeps a financial record utilizing appropriate budgeting practices and techniques. Perform secretarial and clerical work in support of a school office. Maintain complex clerical records. Researches, compiles and prepares routine and complex reports. Perform complex secretarial and clerical work with speed and accuracy. May make bank deposits. May assist in the supervision of clerical staff and student office aides. Perform related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities

Literacy and fluency in a language other than English (i.e., Spanish, Vietnamese, etc.). Ability to establish and maintain effective communication with individuals whose primary

language is other than English. Ability to serve as interpreter and translator. Knowledge of modern office methods, practices, procedures and equipment. Knowledge of office reception and telephone techniques. Knowledge of general record-keeping practices. Knowledge of English and second language usage, spelling, grammar and punctuation. Ability to maintain clerical records. Ability to learn, interpret and apply rules, regulations and policies. Ability to make arithmetic calculations quickly and accurately. Ability to perform routine secretarial and clerical work with speed and accuracy. Ability to operate standard and specialized office equipment. Ability to understand and carry out oral and written directions. Ability to type at 50 WPM. Knowledge of financial record-keeping practices. Knowledge of business letter and report writing techniques. Knowledge of budgeting practices and methods. Ability to plan and perform secretarial and clerical work in support of a school office. Ability to maintain complex clerical records. Ability to research and compile information and prepare routine reports. Ability to perform complex secretarial and clerical work with speed and accuracy. Ability to establish and maintain cooperative working relationships with those contacted in the course of work. Ability to communicate effectively, both orally and in writing.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Two (2) years of secretarial experience.

Training

Equivalent to completion of the twelfth grade supplemented by specialized secretarial or business school courses.

SPECIAL REQUIREMENTS

Incumbents are required to pass the district proficiency test in the area to which assigned.

Reviewed and Agreed to by:

Incumbent: _____ Date: _____

BOARD APPROVED: DECEMBER 10, 1991

Revised 10/95