

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

SCHOOL SECRETARY II

DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher 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:

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

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
School Secretary II (Continued)

QUALIFICATIONS

Knowledge and Abilities: Knowledge of modern office methods, practices, procedures, and equipment. Knowledge of office reception and telephone techniques. Knowledge of general recordkeeping practices. Knowledge of English 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 recordkeeping 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 years secretarial experience.

Training:

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

Reviewed and Agreed to by:

Incumbent: _____ Date: