

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
CLASSIFIED JOB DESCRIPTION

SECRETARY II

DEFINITION

To perform a wide variety of secretarial and clerical duties in support of an assigned office and staff; and to provide information and assistance to staff, faculty, students, and the public.

DISTINGUISHING CHARACTERISTICS

Work assigned to this class can be distinguished from the lower level by responsibilities which are more varied, technical, and confidential in nature. Incumbents assigned to this class are expected to operate with initiative and independence within established guidelines and to learn and apply policies and procedures of the office or function to which assigned. Appointment to this class required that the incumbent be performing the full range of duties with independence and meet the qualification standards of the class.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level administrative staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Performs a wide variety of secretarial and clerical work related to the office or function to which assigned. Serves as receptionist receiving visitors and taking calls. Provides information to staff, students and the public, applying and interpreting procedures and regulations within prescribed guidelines. Receives a variety of information which may be of a sensitive nature. Composes correspondence; takes and transcribes dictation. Types a variety of materials, forms, reports, and correspondence. Maintains a variety of complex records and develops filing systems as appropriate. Maintains a variety of financial and statistical records and posts financial information to various accounts; monitors and tracks expenditures. Compiles information and formats and prepares reports. Keeps financial records utilizing appropriate budgeting practices and techniques. Performs secretarial and clerical work in support of an office. Maintains complex clerical records. Researches, compiles, and prepares routine and complex reports. Performs complex secretarial and clerical work with speed and accuracy. Schedules and may attend meetings and conferences. Operates varied office

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Secretary II (Continued)

Examples of Duties (Continued)

equipment. Orders and maintains office supplies. Performs related duties as assigned.

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 an 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 work effectively in the absence of supervision. 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: