

PERSONNEL

SCHOOL SECRETARY II **Salary Schedule 5 Range 8**

DEFINITION

Under general supervision, of site administrator or designee, to serve as secretary to the principal of the elementary intermediate school; to assist the principal by relieving him/her of clerical and administrative details; to perform a wide variety of difficult and complex clerical work; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions in the class School Secretary II differ from those in the School Secretary I class by the greater variety and complexity of work assigned. This variety and complexity results from inherent differences between the school levels in terms of staffing patterns, student activities and flexible student scheduling as well as a substantial difference in size of enrollment and staff.

EXAMPLES OF DUTIES

Acts as secretary to the principal; receives callers in person and over the phone, answering questions regarding school matters, arranging appointments with principal, assistant principal, or appropriate teacher; assists student and faculty committees; types from rough drafts, copy, notes, or oral directions a wide variety of materials including letters, reports, bulletins, curriculum materials, tests, student and faculty referral letters, and memos; screens supervisor's mail, directing attention to those items requiring personal action; prepares correspondence on own initiative for those matters requiring supervisor's personal attention; types material and maintains a wide variety of files including material of a confidential nature; prepares agendas for faculty; assists in scheduling the use of school facilities; prepares and distributes such items as the curriculum guide and student and employee handbooks; may assign and review the work of student clerical assistants; compiles or coordinates the accumulation of information for reports; assists in reassigning work to clerical staff members during rush periods; enters, maintains, and tracks student data and enrollment; tracks and reviews immunization and 1st grade physicals; performs bookkeeping duties; coordinates and distributes school photos; prepares awards and certificates; balances monthly inventory report; arranges for substitutes; prepares monthly payroll and absence reports; prepares state reports; student scheduling and home instruction; administers first aid to students in the absence of a school nurse; compiles and enters student information.

DESIRABLE QUALIFICATIONS

Knowledge of:

Functions and types of clerical operations performed at a large public school;
Office methods and practices, including filing systems, receptionist and telephone techniques, and letter and report writing;
Business English, including vocabulary, correct grammatical usage, and punctuation;
Working knowledge of computers.

Ability to:

1. Interpret school district policies and regulations, and apply them with good judgment in a variety of procedural matters.
2. Perform difficult and responsible clerical work with speed and accuracy.
3. Compile and maintain accurate and complete records and reports.
4. Make arithmetical calculations with speed and accuracy.
5. Type at a speed of 30 words a minute from clear copy.

6. Operate a variety of office appliances including adding, duplicating, dictating machines, copiers, and office computers.
7. Understand and carry out oral and written directions.
8. Establish and maintain cooperative and effective relationships with students, parents, and administrative officials.
9. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

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| 1. Seldom = Less than 25 percent | 3. Often = 51-75 percent |
| 2. Occasional= 25-50 percent | 4. Very Frequent = 76 percent and above |

- 4 a. Ability to sit for extended periods of time.
- 3 b. Ability to stand for extended periods of time and ascend and descend steps.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 3 f. Ability to bend and twist, kneel and stoop.
- 1 g. Ability to lift 50 lbs.
- 1 h. Ability to carry 50 lbs.
- 3 i. Ability to reach all directions.

EXPERIENCE:

Three years of responsible experience in clerical and stenographic work.

EDUCATION:

Equivalent to completion of the twelfth grade.

Adopted: September 8, 1976

Revised: January 11, 1994

Revision: January 9, 1996

Revised: January 9, 2018

Revised: June 23, 2020