

FALLBROOK UNION HIGH SCHOOL DISTRICT
SECRETARY II
Position Description

BASIC FUNCTION:

Under direct supervision of a certificated or classified supervisor, serves as secretary to her/his supervisor, performing a wide variety of complex secretarial, clerical, and technical support services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Acts as general office secretary and as secretary to the supervisor, relieving the supervisor of a variety of secretarial, clerical, and technical detail.
- Maintains the supervisor's calendar; schedules appointments, arranges meetings and conferences.
- Screens visitors and phone calls, receives mail and identifies and refers matters of priority.
- Obtains and provides information to students, staff, and the public where judgment, knowledge, and interpretation of policies, procedures and regulations, as well as school/office functions and programs are required.
- Makes decisions on procedural matters within the scope of the position's responsibility.
- Researches, composes, prepares, and assembles materials such as correspondence and summary reports.
- Collects, compiles and edits statistical and/or other diverse and specialized reports, manuals, and documents.
- Takes minutes of meetings and originates letters and memoranda.
- Coordinates the overall operation of the office.
- Designs and implements office records and filing systems.
- Maintains complex records and files related to students, personnel, budget, instructional programs, school operations, and other matters.
- Leads the work of the office staff, providing training, supervision, and technical support as necessary.
- Assures that established procedures are carried out efficiently.
- Assists in setting work priorities, and the preparation of performance evaluations.
- Acts as a resource person for other secretarial and clerical staff.
- Performs other related duties as required.

QUALIFICATIONS:

Knowledge of: Modern office methods and equipment, including letter and report preparation, data management, storage and retrieval systems; receptionist and telephone techniques; correct English usage, spelling, grammar, and punctuation; and computational methods.

Ability to: Perform difficult, complex, and confidential clerical and secretarial work independently and effectively; analyze sensitive situations and adopt an appropriate course of action; assume responsibility and use good judgment in recognizing the scope of the position's authority; compose correspondence and other narrative material; assemble and compile data/information and prepare reports; maintain complex files and records; understand and carry out written and oral directions; read, understand, and retain a variety of policies, procedures, and technical written material and information; establish and maintain effective working relationships with those contacted during the course of work; type at an acceptable rate of speed and accuracy; operate a variety of standard office equipment, including microcomputers and computer terminals, utilizing a variety of software which will effect the functions of word processing, database management, and data presentations.

Experience and Education Required: At least three years of increasingly responsible school, district, or other office clerical or secretarial experience to include a combination of training and experience which provides the required level of knowledge and skill in technology and a variety of applications.

Qualified applicants will be given examinations, which may consist of: A general office proficiency assessment, an evaluation of training/experience, written performance and/or a qualifications appraisal interview.

Physical Requirements: Ability to sit and view a computer monitor for extended periods of time; dexterity of hands and fingers to repetitively operate a computer keyboard and other office equipment; visual ability (which may be corrected) to read printed matter and computer monitor display; ability to kneel and bend at the waist and to reach overhead, above the shoulders and horizontally to retrieve and store files and supplies; ability to move and/or lift objects up to 25 pounds

WORK ENVIRONMENT: Office environment

Supervisor:	Certificated or Classified Supervisor
Work Year:	Varies by Assignment
Salary:	Range 18
Overtime Status:	Non-Exempt

Board Approved: 1-11-2010