

## **Santa Maria-Bonita School District SECRETARY II**

### **BASIC FUNCTION**

Under the direction of an assigned supervisor, perform specialized and responsible clerical and secretarial functions; relieve the supervisor of clerical detail and perform routine administrative aide functions.

### **REPRESENTATIVE DUTIES**

Perform specialized, complex and technical clerical and secretarial functions using independent judgment**E**; organize, coordinate and lead clerical personnel in the assigned functional unit of activity**E**; assist in the orientation and training of clerical personnel**E**; receive, screen and respond to inquiries from the public concerning the responsible functions of the work unit**E**; compose correspondence requiring a thorough knowledge of policies, regulations, and operational procedures independently or in accordance with general instructions**E**; assure materials are consistent with established policies, regulations, operational procedures, formatting, grammatical construction, and punctuation**E**; take notes or minutes of meetings and conferences, and prepare an accurate summary**E**; transcribe dictation pertaining to a wide variety of subject areas, including materials of a privileged or sensitive nature**E**; prepare input data for a computerized record management, storage, and retrieval system and utilize the output reports in the office operational functions**E**; operate a computer and a variety of office equipment including a typewriter, copier, calculator and other office equipment as assigned**E**; compile information and maintain a variety of assigned records and files; assist with the development and maintenance of assigned budgets; perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES**

#### Knowledge of:

Organization and coordination of above average clerical functions;  
Standard office practices, procedures and equipment, including automated record management and filing systems, receptionist and telephone techniques, correspondence and report writing;  
Correct English usage, grammar, spelling, punctuation and vocabulary;  
Basic methods and techniques of organization and planning.

#### Ability to:

Learn, interpret, and apply legal mandates, policies, rules and regulations, and operational procedures;  
Operate office machines including a computer and applicable software to enter data, maintain records, and generate reports;  
Maintain assigned budgets;  
Organize and edit public directories and other publications;  
Assume responsibility for routine administrative detail;  
Compose correspondence independently;  
Establish and maintain comprehensive and accurate files and records, and prepare concise and complete reports as required;  
Type 50 words per minute;  
Make arithmetical calculations with speed and accuracy;  
Understand and follow oral and written directions;  
Establish and maintain cooperative working relationships with others.

### **EDUCATION AND EXPERIENCE**

Any combination equivalent to: Graduation from High School including or supplemented by coursework in typing, office management, or other related skill areas and three years of responsible and varied secretarial and clerical experience, including some experience in organizing and coordinating specialized clerical functions.

(continued)

**WORKING CONDITIONS**

Environment:

Office environment.

Physical Abilities:

Dexterity of hands and fingers to operate a computer keyboard;

Hearing and speaking to exchange information;

Seeing to read various materials;

Sitting for extended periods of time;

Kneeling or crouching, reaching overhead, above shoulders and horizontally and bending at the waist to store and retrieve files.