

DEFINITION

Under the supervision of the Superintendent, Director, Coordinator and/or Secretary III, this person performs secretarial work of a difficult and varied nature and does related work as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class may be distinguished from those in the next lower class, Secretary I, in that the variety of work is greater; public and interagency contact may be more frequent and require answering of routine questions and making of statements regarding departmental procedures. There is extensive use of independent judgment and discretion; extensive interpretive ability is also required within previously established framework.

TYPICAL TASKS

Receives, compiles, and types materials for confidential records, prepares bulletins, case reports, and other documents, including statistical reports, reads and routes correspondence and mail; prepares, types and files administrative correspondence; records and files certain contracts, catalogs and directories; complies records and reports in accordance with deadlines; routes material to staff and/or schools; makes appointments for the Superintendent, Director or Coordinator; prepares and duplicates material for distribution; communicates with staff members at school sites regarding required reports, sends notices of meetings, and is in frequent contact with instructional staff; formulates, maintains and disseminates computerized information-based programs; assigns work to other employees; prepares materials, supplies refreshments for meetings; maintains strict confidentiality in all office business; operates standard office equipment.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Office practices and procedures;
- School site operations;
- English usage, spelling, grammar and punctuation;

Skill and ability to:

- Use a computer terminal as a word and date processor;
- Perform secretarial work involving a degree of independent judgment;
- Perform secretarial work with accuracy and speed;
- Type accurately at a rate of 45 words per minute;
- Maintain cooperative working relationships with other employees, district staff and general public.

DESIRABLE EXPERIENCE AND EDUCATION

Experience:

Two or more years of secretarial experience or related field.

Education:

High school diploma or equivalent including coursework in typewriting.
Coursework in secretarial training; including shorthand or speedwriting and Dictaphone.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Light Work:

Positions in this class perform work, which is primarily sedentary; lifting, pushing and/or pulling which normally does not exceed 25 pounds.

Mobility:

Positions in this class require the mobility to stand, stoop, reach and bend.

Vision:

Positions in this class require vision (which may be corrected) to read small print.

LICENSE REQUIRED

A valid and appropriate California driver's license.

SALARY LEVEL

Range 45 of the ACOE Classified Salary Schedule.