

SECRETARY II - Secretary to High School PrincipalJob Summary:

Under the direction of the Site Principal, the Secretary II performs a wide variety of responsible clerical and secretarial duties and relieves the Principal of administrative office detail; performs other duties as assigned.

Qualifications:Required:

- Three (3) years of responsible clerical experience including computer skills
- Completion of the twelfth grade or equivalent
- Typing certificate verifying a net corrected speed equal to or greater than 65 wpm
- Valid California Driver's License (Incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed by CUSD. This position requires the incumbent to enroll in the DMV Government Employer Pull Notice Program at times of hire)

Desired:

- Previous experience in a public school system or institution of higher education with frequent contact with the public

Knowledge and Ability:

1. Knowledge of modern office methods and equipment
2. Ability to be pleasant, cooperative and tactful in working with others
3. Ability to handle confidential material with wisdom and discretion
4. Ability to perform clerical work with accuracy and speed
5. Ability to make arithmetical calculations quickly and accurately
6. Knowledge of business letter writing
7. Knowledge of English grammar, punctuation and spelling
8. Ability to compile and maintain accurate and complete records and reports
9. Ability to understand and carry out oral and written instructions
10. Knowledge of secretarial practices and procedures
11. Ability to receive and direct telephone calls and messages
12. Ability to learn and apply applicable procedures, rules, and regulations

Essential Functions of this position, which may change or evolve in the future, are, but not limited to, the following:

1. Receives and refers messages to the Principal, administrators, teachers and students
2. Dispenses information to the public regarding school matters over the counter and by telephone
3. May monitor and inventories a variety of items including gym locks, textbooks, high school keys
4. Types various correspondence from oral directions, rough draft, copy and notes
5. Keeps time records of certificated and classified employees for payroll purposes
6. Arranges appointments for pupils with the school nurse
7. May administer minor first aid in the absence of the school nurse
8. Instructs teachers in the use of office equipment

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9. Prepares requisitions for all departments, and files same by department; keeps records of departmental budget and expenditures
10. Prepares and records work orders, checks deliveries against requisitions and distributes
11. Prepares and types a variety of memoranda, letters, reports, handbooks and other correspondence
12. Stocks office and classroom supplies as required
13. Assists in the supervision and training of student workers

Physical Requirements of this position are, but not limited to, the following:

1. Mental acuity to: interpret and follow rules relating to the position, make decisions using sound judgment, and evaluate results
2. Facility to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time
3. Facility to see and read, with or without vision aides, a computer screen, laws, codes, rules and policies, and other printed matter
4. Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
5. Manual dexterity to operate a telephone and enter data into a computer
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in meetings, and on the telephone
7. Physical ability to lift, bend, stoop and to reach overhead

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of this job.