

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

JD 4200.1

SECRETARY II

Definition

Under direction, to perform varied secretarial and clerical work of greater than average difficulty; to use a dictaphone; to serve as an aide to a District administrator by performing administrative and technical duties; to assist in coordinating a range of functions and programs within a department; and to do related work as required.

Responsible to

Dependent upon assignment

Examples of Duties

1. Answers inquiries for administrators, teachers, staff and the public concerning the District's standardized policies, procedures and regulations.
2. Composes and types routine memoranda and correspondence from oral and written instructions, including transcribing letters, memos and reports.
3. Receives sorts and distributes mail and office correspondence.
4. Screens and arranges incoming memos and correspondence routed to supervisor.
5. Reviews outgoing correspondence for consistency with operational procedures as well as for format, grammatical construction and punctuation.
6. Types a variety of reports and forms.
7. Transcribes taped dictation for letters, memos and reports.
8. Compiles and maintains statistical information for reports.
9. Establishes and maintains numerical, alphabetical and subject matter files which may contain sensitive and confidential material.
10. Gathers and prepares information for a variety of local, state and federal reports.
11. Prepares material for Governing Board agenda.

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12. Attends meetings and conferences and may act as recorder, preparing reports of actions taken and assignments made.

13. May supervise temporary clerical or student workers.

14. Performs other duties as may be assigned.

QUALIFICATIONS GUIDE

Knowledge of:

1. Correct English usage, spelling, grammar, punctuation and composition.
2. Laws, policies and regulations of the District pertaining to assigned area.
3. Modern office methods, practices, procedures and equipment, including computer usage, receptionist and telephone techniques.
4. Basic functions and clerical operations of a school district.
5. General purposes and goals of public education.

Ability to:

1. Perform a variety of clerical and secretarial work with accuracy and speed.
2. Proficiently operate standard office equipment, including computer terminal.
3. Set up and maintain complex filing system.
4. Post information, check records, keep statistical reports, file and alphabetize rapidly and accurately.
5. Compose correspondence in response to routine inquiries.
6. Understand and carry out oral and written instructions.
7. Communicate effectively with a variety of individuals and groups both orally and in writing
8. Maintain cooperative-working relationships with those contacted in the course of work.

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9. Use good judgement in recognizing scope of authority.
10. Type at a net corrected speed of 50 words per minute.
11. Transcribe taped dictation.

Training and Experience

Three years of responsible office experience; supplemented by additional training in office organization and secretarial skills, preferably including experience in a school district; equivalent to the completion of the twelfth grade, supplemented by or including courses in typing, office practices and office management; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Licenses

Some positions may require a valid California Driver's License and the ability to qualify for District vehicle insurance coverage.

Job Description Adopted: May 1981
Job Description Revised: June 18, 1990