

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Confidential Secretary II	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various departments	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	018 Confidential
REVISED:	July 1, 2002		

BASIC FUNCTION:

Performs a variety of responsible secretarial duties in a central administrative office.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Act as secretary to a department manager or supervisor. **E**

Prepare standard correspondence, special reports, and other material. **E**

Act as office receptionist; organize and maintain operational records and files. **E**

Provide secretarial and specialized services pertaining to the district's negotiations with designated exclusive representatives. **E**

Maintain time sheets and cards and financial accounts. **E**

Prepare statistical reports on personnel, pupils, supplies, and equipment. **E**

Schedule appointments and meetings. **E**

Operate standard office machines. **E**

Operate a microcomputer to perform word processing function and to enter and extract a variety of data. **E**

May take and transcribe dictated material of average difficulty and minutes of meetings.

May lead the work of clerical staff.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to two years (24 months within the last 10 years) of full-time equivalent, paid secretarial or stenographic experience. For present employees, 20 full-time equivalent months (two school years) is acceptable. College-level training in secretarial science or business administration may be considered for substitution of the experience requirement on a year- for-year basis.

LICENSES AND OTHER REQUIREMENTS:

Typing/Keyboarding certificate at a net, corrected speed of 50 words per minute.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office methods and procedures and the use of standard office machines and equipment.

Reading and writing English communication skills.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

Type/keyboarding at a net corrected speed of 50 words per minute.

Perform arithmetic computation.

Operate standard office equipment including microcomputers and related software applications typically used in offices.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

DISTINGUISHING CHARACTERISTICS :

The job class differs from the next lower job class of Confidential Secretary I in that the duties are more complex or specialized and typically include department-wide responsibility. It differs from the next higher job class of Confidential Secretary III in the degree of independence, office managerial responsibility, and functional coordination required.

NOTE: Shorthand skills (80 words per minute), while desirable in all positions in this job class, may be required for specific positions at the option of the selecting administrator.

NOTE: This job class has been designated “Confidential” by the Board of Education in accordance with the Rodda Act.

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