

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	School General Secretary II	<b>REPORTS TO:</b>	Principal
<b>DEPARTMENT:</b>	Various School Sites	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	034 OTBS
<b>REVISED:</b>	March 14, 2002		

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**BASIC FUNCTION:**

Assume primary responsibility for the secretarial function in an elementary or secondary school. (See current school classification and assignment formula.)

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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 general office manager and secretary to the principal of a small secondary or large elementary school. **E**

Act as office receptionist. **E**

Schedule appointments, meetings, and events. **E**

Explain policies and procedures to parents, pupils, staff, and the general public. **E**

Organize and maintain standard and specialized operational records and files; record grades. **E**

Enroll and transfer pupils; verify and process pupil absence and attendance data. **E**

Prepare correspondence, bulletins, notices, and reports. **E**

Operate standard office machines and equipment; operate a microcomputer to perform word processing function and to enter and extract a variety of data. **E**

Maintain time sheets and records of school funds and student body accounts. **E**

Provide illness and accident attention and first aid for pupils in the absence of the school nurse. **E**

Train and lead the work of clerical staff and pupil monitors. **E**

Perform regular and relief duties in other school offices or functions. **E**

Transcribe dictated material of average difficulty from shorthand notes or a dictating machine.

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 experience. Office-clerical experience may be considered.

**LICENSES AND OTHER REQUIREMENTS:**

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office methods and procedures and the use of standard office machines and equipment.  
Correct English usage, grammar, spelling, punctuation, and vocabulary.  
Reading and writing English communication skills.

**ABILITY TO:**

Compose routine and specialized correspondence, bulletins, and reports, using proper grammar, spelling, and punctuation.  
Perform arithmetic computations.  
Learn pertinent district policies and procedures rapidly.  
Operate standard office equipment including microcomputers and related software applications.  
Communicate effectively orally and in writing.  
Establish and maintain effective working relationships with parents, staff, and the public.  
Train and lead the work of others.  
Plan and organize work to meet schedules and time lines.  
Maintain records.  
Read, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office setting.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; 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.

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Job Code 6356

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