

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Secretary II	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various Departments	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	033 OTBS
REVISED:	January 6, 2004		

BASIC FUNCTION:

Perform a variety of responsible secretarial duties in a central or branch administrative office.

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

Compose standard correspondence and prepare special reports and other material. **E**

Act as office receptionist. **E**

Organize and maintain operational records and files. **E**

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

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

Schedule appointments and meetings. **E**

Operate standard office equipment, specialized equipment, and microcomputer using office software to enter and extract a variety of data. **E**

May take and transcribe dictated material of average difficulty and take 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 (20 full-time equivalent months) of full-time equivalent, paid, increasingly responsible 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.

Possession of a valid California driver's license and availability of private vehicle may be required for designated positions (mileage expense allowance provided).

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 or standing 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

This job class differs from the next lower class of 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 Secretary III in the degree of independence, office managerial responsibility, and functional coordination required.

Note: Shorthand skill (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.

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