

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: STAFF SECRETARY II

BASIC FUNCTION:

Under the direction of a Classified Director-level supervisor, provide assistance with varied and complex secretarial and clerical support services to relieve the supervisor of administrative and clerical detail; organize office activities and coordinate flow of communications for the assigned supervisor.

DISTINGUISHING CHARACTERISTICS:

The Staff Secretary II classification is the advanced-level classification and incumbents report to a Classified Director-level administrator with broader responsibilities for overall program administration. Duties include a variety of administrative assistance duties in relieving the Director of administrative details. Incumbents in the Staff Secretary I classification report to a District-level supervisor with responsibilities for specific areas of program administration. Duties include extensive financial and statistical record-keeping responsibilities, assisting program personnel with secretarial and clerical needs and maintaining a wide variety of records concerning assigned programs.

REPRESENTATIVE DUTIES:

Perform a wide variety of complex and responsible secretarial and clerical duties to relieve the supervisor of administrative and clerical detail; organize office activities and coordinate flow of communications for assigned supervisor. **E**

Research and compile a variety of information; compute statistical information for various federal, State and District reports; process and evaluate a variety of forms related to assigned area. **E**

Receive visitors, including administrators, staff, parents and the public and provide information or direct to appropriate personnel; provide detailed and technical information concerning policies and procedures where judgment, knowledge and interpretation of procedures and regulations are required. **E**

Assure timely communications between assigned office and District employees; make phone calls to receive and transmit information; resolve problems as appropriate; refer difficult situations to supervisor. **E**

Type a variety of materials including inter-office communications, applications, requisitions, forms, letters, special projects, legal documents and other materials; establish and maintain project and confidential files. **E**

Schedule and attend a variety of meetings; prepare and send out notices of meetings; maintain appointment calendar; collect and compile information for meetings, projects and work shops; prepare Board agenda items and related materials. **E**

Maintain a variety of complex personnel records, contracts, lists, files and records including confidential materials; administer payroll for department including completion and submission of time sheets as directed. **E**

Provide secretarial and clerical assistance to other staff as necessary; order and maintain supplies and materials; prepare purchase requisitions. **E**

Receive, open, sort, screen and distribute incoming mail. **E**

Compose correspondence independently or from oral directions for supervisor's review. **E**

Operate a variety of office equipment such as typewriter, word processor, computer terminal and printer, copier and calculator; enter and maintain data on a computer terminal as assigned. **E**

Coordinate communications between supervisors and other District staff and the public. **E**

Train and provide work direction to clerical personnel as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- District organization, operations, policies and objectives.
- Applicable sections of State Education Code and other applicable laws.
- Department organization, rules and programs.
- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer terminal.
- Technical aspects of field of specialty.
- Methods of collecting and organizing data and information.
- Business letter and report writing principles.

ABILITY TO:

- Perform secretarial work with accuracy and speed.
- Work independently with little direction.
- Type at 55 words net per minute from clear copy.
- Determine appropriate actions within established guidelines.
- Understand and follow oral and written directions.
- Compose independently or from oral instructions.
- Establish and maintain effective working relationships with others.
- Learn, interpret and apply rules, regulations, policies and procedures.
- Operate various of assigned office equipment.

- Make arrangements for meetings, workshops and conferences.
- Maintain a variety of filing systems.
- Maintain records and prepare reports.
- Make arithmetic calculations quickly and accurately.
- Meet schedules and time lines.
- Plan and organize work.
- Train and provide work direction to others.
- Communicate effectively both orally and in writing.
- Attend meetings, conferences and workshops.
- Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years increasingly responsible clerical and secretarial experience.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- Constant interruptions.

PHYSICAL ABILITIES:

- Hearing and speaking to exchange information in person and on the telephone.
- Seeing to read a variety of materials.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting for extended periods of time.
- Bending at the waist, kneeling or crouching to retrieve files.