



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Ave., Hemet, CA 92545 (951) 765-5100

ADMINISTRATIVE SECRETARY II

JOB SUMMARY

Positions in this class perform duties requiring a greater working knowledge of the technical or administrative subject matter and functions of the office. Positions in this class usually work for a District Director, under general supervision. This position must have a wide knowledge in the performance of their assigned tasks and to relate this information to the public and staff members.

ESSENTIAL FUNCTIONS

- Prepare and process complex materials which require the analysis of source materials and through familiarity with policies, procedures, terminology, and various applicable laws in order to obtain the necessary data;
- Compile a variety of narrative and/or statistical reports, locating sources of information, devising forms to secure data, and determining proper format for finished report;
- Review, for accuracy and conformity to established procedures, the work of others who may not be assigned as subordinates but who are performing related operations in the work process;
- Coordinate the flow of information for data processing and enter and extract data from computer or work processing equipment;
- Prepare correspondence, statistical data, and reports as required;
- Answer questions that involve searching for and abstracting data and detailed explanations;
- Refer only matters requiring policy decisions to immediate superior;
- Prepare Board agenda items relative to the assigned department;
- Maintain a variety of budgets and prepare expenditure reports;
- Act as a secretary for an administrator, making appointments, screening callers, screening correspondence, initiating replies to routine correspondence;
- Assist administrator in coordinating staff development activities and other conferences, participating in presentations and making arrangements;
- Take and transcribe minutes of meetings, and distribute such minutes to members;
- May handle personnel matters for department such as time cards, insurance forms, requests for new personnel and the typing of employee evaluations;
- May assist in new employee screenings;
- May handle details involving requests for consultants.

EMPLOYMENT STANDARDS

KNOWLEDGE OF

- Modern office methods and procedures including the preparation of business correspondence and reports, filing, and standard office equipment operations, including the use of a computer;
- Correct English usage, spelling, grammar, and punctuation;
- Applicable State laws, District policies, procedures, and other regulations governing the program or area of assigned responsibility;
- Basic techniques of supervision that may be required for some assignments.

ABILITY TO

- Perform difficult and complex clerical work, involving independent judgment and requiring accuracy and speed;
- Independently make clear and comprehensive reports and keep difficult records;
- Understand, interpret, and explain a wide variety of policies, laws, rules, and regulations to others;
- Analyze situations and develop effective courses of action;
- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals;
- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals;
- Type or keyboard at a rate of 55 words per minute from a clear, legible copy;
- Operate a computer, and run data programs;
- Take dictation and transcribe it accurately (some positions);
- Write reports, business correspondence, and procedure manuals;
- Devise and adopt work procedures and record-keeping systems to meet changing organizational or specialized needs;
- Communicate and understand clearly, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Follow work & safety procedures and written & verbal instructions;
- Demonstrate good judgment and good problem-solving skills;
- Orient /train/supervise others;
- Work autonomously;
- Organize tasks, set priorities, and meet deadlines;
- Manage multiple tasks;
- Respond appropriately to direction & changes in the work setting.

EDUCATION

- High school diploma or general education degree (GED) and possession of the knowledge and abilities listed above;
- College-level secretarial science or related study may be substituted for the required experience on a year for year basis up to two (2) years.

EXPERIENCE

- Four (4) years of increasingly responsible secretarial experience, preferably including some experience with the program to which assigned; or
- One (1) year of experience at or equivalent to the level of Administrative Secretary I with the Hemet Unified School District; or
- Two (2) years of experience at or equivalent to the level of Secretary III with the Hemet Unified School District.

REQUIRED LICENSES AND/OR CERTIFICATES

- If required to drive a vehicle in the course of work, operator must possess a valid and appropriate California Driver's License;
- Have an acceptable driving record to qualify for insurability with the District's insurance carrier.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- **Physical Demands:** Ditting (up to continuously); stand, walk, bend, stoop, look up/down (occasionally); push, pull, twist, squat, climb stairs (infrequently); repetitive hand activities within

close reach, such as keyboard, mouse, handwriting, files & phone (continuously); lift/carry office supplies up to 10 pounds (occasionally), to 30 pounds (infrequently); use seeing, hearing and speaking.

- **Working Conditions:** School office and grounds. Exposure to: inside/outside temperature swings, use of office equipment & supplies, proximity to alarms.
Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EMPLOYMENT STATUS

Bargaining Unit Position.

February 2002