

CORONA NORCO UNIFIED SCHOOL DISTRICT**CLASS TITLE: SECRETARY II****BASIC FUNCTION:**

Under the direction of an administrator, perform varied and responsible administrative support duties to relieve the Principal of administrative and office detail at an elementary school, intermediate school, academy, adult school or alternative high school; convey information regarding school and/or District functions and procedures; coordinate flow of communications and assist the principal in the efficient operation of the school.

DISTINGUISHING CHARACTERISTICS:

The Secretary II classification is assigned to the Administrator at an Elementary school, Intermediate school, Academy, Adult school or Alternative high school.

REPRESENTATIVE DUTIES:

- Coordinate a variety of office activities and communications to relieve the administrator of routine administrative detail; prepare and accurately maintain a variety of reports, records, and files related to students, staff, operations, and activities.
- Serves as secretary to an administrator; receive and screen phone calls and visitors to the administrator's office; provide information and direct phone calls and visitors to the proper office; take and transcribe messages.
- Type and compose correspondence independently from rough drafts or verbal instructions; type reports, memoranda, records, lists, orders, documents, statistical data, and other written materials; assist in making revisions.
- Administer the certificated and classified payroll for the school including the completion and submission of time sheets to the administrator and District Office; maintain accurate attendance and personnel records according to established procedures and time lines.
- Assist certificated and classified substitutes; prepare time sheets and release or retain substitutes at the end of the day.
- Attend meetings and take minutes as directed; prepare agenda and back up materials, compile data, type and distribute minutes and various documents.
- Perform research for the administrator; collect and compile information; edit communications to parents, students, the community, and staff; arrange for distribution.
- Schedule appointments and maintain appointment calendar; schedule and arrange meetings and conferences.
- Operate a variety of office equipment.
- Assist in ongoing budget details; requisition supplies and maintain inventory; receive and monitor cash accounts, financial records and billings.
- Receive, screen, route, and file mail and communications as appropriate; issue, monitor, and maintain keys.
- Administer and document first aid and medication to students for the purpose of meeting their immediate health care needs.
- Provide assistance to site administration in following the requirements for the purpose of ensuring compliance with financial, legal, and/or administrative requirements.

OTHER DUTIES

Perform related duties as assigned.

KNOWLEDGE/ABILITIES:

Modern office practices, procedures and equipment.
Functions and clerical operations of an administrative office.
Telephone techniques and etiquette.
Accurate record-keeping and filing techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Operate a variety of office equipment including a computer and software.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Work in a fast paced, high volume environment with frequent interruptions.
Policies and objectives of programs and activities.
District policies, regulations and procedures.
Prioritize, schedule and meet timelines.
Budgeting practices regarding monitoring and tracking.
Professional letter and report writing, editing and proofreading.
Organize complex material and summarize discussions and actions taken in report form.
Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
Compose effective correspondence independently.
Accurately perform arithmetic computations and measurements.
Maintain a variety of complex and confidential files and records.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent and two (2) years of responsible general office experience and one (1) year of secretarial experience.

College-level courses and secretarial experience may substitute for each other on a year-for-year basis, to a maximum of two (2) years.

LICENSES AND OTHER REQUIREMENTS:

TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hear and speak to exchange information in person and on the telephone.
Sit or stand for extended periods of time.
See to read a variety of materials.
Bend at the waist, kneel or crouch to file materials.
Reach overhead, above the shoulders and horizontally.
Lift and carry light objects weighing up to 10 pounds.
Push and pull objects up to 35 pounds.