



HEMET UNIFIED SCHOOL DISTRICT
1791 West Acacia Avenue – Hemet, CA 92545-3637 - (951) 765-5100

SECRETARY II

JOB SUMMARY

Positions in this class generally work for an administrator in a setting where a secretary is expected to perform a wide variety of typing and general clerical duties with only general supervision. Assignments may be to an assistant principal at a large elementary school, middle or high school, or for a District administrator where a secretary must relate a broad knowledge of the functions of the organizational unit; perform essential job duties and responsibilities and other related work as may be required.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- May act as a receptionist, greet students, staff, or other callers and either furnish the desired information or refer caller to proper authority or arrange an appointment;
- Compose letters independently on routine matters;
- Type letters, reports, memoranda, announcements, and other materials from straight copy or rough draft;
- Open and screen incoming mail for supervisors;
- May attend group meetings and take minutes of the meetings;
- May assist with the preparation of materials and agendas for meetings and maintain appointment calendars;
- Attend to a variety of administrative details for supervisor requiring independent judgment;
- Operate a variety of office equipment including a computer, printer, scanner, calculator, copy/fax machine
- Summarize and compile information necessary for preparation of reports;
- Proof read documents and reports;
- May establish and maintain complex office and student files, some containing confidential or sensitive matter;
- May provide substitute coverage, keep records of staff absences and maintain records;
- May act as interpreter and perform translation services;
- In the absence of the Health Technician, may administer first aid, call for assistance if necessary, and notify parents of sick or injured students;
- May supervise and oversee work of other clerical workers;
- Perform other related work as may be required

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

- Modern office procedures and practices including filing systems, receptionist telephone techniques, and software programs;
- Correct English usage, spelling, grammar and punctuation;
- General public relations;
- Office machines and equipment including the use of a computer;
- Policies, rules, organization and functions of the unit to which assigned.

Ability to:

- Perform clerical and secretarial work of above average difficulty with accuracy and speed;
- Learn and interpret specific rules, laws, and policies and apply them with good judgment in a variety of procedural situations;
- Write routine reports and correspondence;
- Establish and maintain indexes and files;
- Type or keyboard at a net corrected speed of 45 words per minute;
- Learn and utilize new and current technologies;
- Make arithmetic calculations with speed and accuracy;
- Understand and carry out oral and written directions;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Demonstrate good judgment and good problem solving skills;
- Orient/ train/supervise others;
- Work autonomously;
- Organize tasks, set priorities and meet deadlines;

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SECRETARY II

(Continued)

EMPLOYMENT STANDARDS (Continued)

Ability to: (Continued)

- Perform simple and complex tasks;
- Manage multiple tasks;
- Respond appropriately to direction and changes in the work setting.

SPECIAL REQUIREMENTS

Some positions in this class may require individuals who can read, write and speak a secondary language.

EDUCATION AND EXPERIENCE

Education: Equivalent to graduation from high school, and possession of the knowledge and abilities listed above.

Experience: Two (2) years of experience performing increasingly responsible clerical duties; OR one (1) year of experience at or equivalent to the level of Secretary I in the Hemet Unified School District.

REQUIRED LICENSES AND/OR CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by the District's insurance carrier and maintain such insurability.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential job duties and responsibilities listed above.

Physical Demands: Sitting (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 accommodations may be made to enable a person with a disability to perform the essential duties and responsibilities of the position.

EMPLOYMENT STATUS

Classified Bargaining Unit Position

Range 28