



**POSITION:** Secretary II

**REPORTS TO:** Administrative Official

**SALARY RANGE:** Range 25 on the Classified Salary Schedule

**WORK YEAR:** 10 Months

**QUALIFICATIONS:**

**EDUCATION/EXPERIENCE**

- Associate’s degree or equivalent required;
- Four years of progressively responsible clerical experience with at least two years in a responsible secretarial capacity, preferably in a school district;
- Current history of employer evaluations with satisfactory marks in all areas;
- Successful experience demonstrating tact, courtesy, positive attitude, and maintaining cooperative relationships with those contacted during the course of work.

**OVERVIEW:**

Under direction, serve as secretary to an administrative official usually at the coordinator level, relieving him/her of clerical and routine administrative details; perform work of above-average difficulty requiring a high level of initiative, judgment, and organizational ability.

**RESPONSIBILITIES:**

- Compose correspondence and memos from brief verbal instructions or notes;
- May take dictation that includes a substantial amount of technical terminology exercising judgment in taking verbatim minutes;
- Keyboard at a minimum rate of 50 words per minute from ordinary transcript or printed material;
- Take dictation at a speed of not less than 100 words a minute and transcribe it accurately;
- Conduct continuing correspondence or telephone communications independently on procedural or informational matters without review by the supervisor;
- Work with the public answering questions involving and understanding of policies, procedures, and regulations;
- Act as receptionist, making appointments, arranging group meetings, and transmitting confidential or controversial information;
- Manage many of the details of the office including making decisions based on established policies and procedures;
- Compile reports from a wide variety of sources, and transmit them to other offices or agencies;
- Type/keyboard difficult financial and statistical reports, budgets, contracts, etc.;
- Keep detailed and accurate records of budget expenditures involving a variety of departmental budgets and produce periodic summary statements of individual accounts;
- Converse with and furnish information to principals, consultants, coordinators, directors, assistant superintendents, and other personnel throughout the district at all levels and with the public in general;
- Maintain security of confidential information;

- Learn and interpret specific rules, laws, and policies and apply them with good judgment while independently carrying out a variety of technical procedures;
- Take responsibility and use tact and good judgment in fulfilling responsibilities;
- Compose correspondence independently;
- Perform responsible and difficult clerical work with accuracy, speed, and a minimum of supervision;
- Analyze situations accurately and adopt an effective course of action;
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise, and firmness;
- Maintain cooperative relationships with those contacted during the course of work;
- Perform related duties as assigned.

#### **KNOWLEDGE, SKILLS & ABILITIES:**

- Demonstratable skill in a variety of computer applications, including word processing, database, and spreadsheet;
- Full competency in the use of MS Office Suite, Adobe Acrobat, and Google Suite;
- Thorough knowledge of School District policies, rules, and regulations;
- Office management practices, including filing systems, receptionist and telephone techniques, and operation of modern office equipment;
- Functions, organization, and key personnel of the School District;
- State and Federal laws governing public education;
- English usage, spelling, grammar, and punctuation.

#### **MINIMUM REQUIREMENTS:**

- Legal Authorization to work in the U.S.;
- Ability to pass a Department of Justice (DOJ) fingerprint clearance;
- Within 60 days of hire, provision of TB (tuberculin) clearance, as mandated by the California Education Code.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

During the execution of this role, the employee will regularly engage in verbal communication or auditory activities. Additionally, the employee will frequently need to manipulate objects, tools, or controls using their hands and may also be required to extend their hands and arms. Occasionally, the role may entail standing, walking, sitting, climbing, balancing, as well as stooping, kneeling, crouching, or crawling.

The employee must occasionally lift and/or move up to 25 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee frequently works at a computer in an office environment. While performing the duties of this job, the employee is occasionally exposed to the risk of electrical shock.

The noise level in the work environment is usually moderate.

**NON-DISCRIMINATION POLICY:**

*The Palo Alto Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.*

**PAUSD is an equal-opportunity employer in compliance with the Americans with Disabilities Act and all other applicable federal, state, and local laws.**