



REVISED:  
07/12/2010

JOB TITLE:	SECRETARY/BOOKKEEPER II
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8672
BARGAINING UNIT:	CLAA

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility for secretarial and bookkeeping duties, i.e., typing, filing, scheduling appointments, taking minutes, answering phones, ordering and receiving supplies, maintaining ledger of accounts and financial transactions, and maintaining budgets. Hours of work are flexible.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Receives, initiates, and facilitates telephone communications responding to routine requests which have standard answers while referring technical calls and requests to appropriate staff

Maintains accurate financial records in accordance with generally accepted bookkeeping and accounting principles and district prescribed procedures

Operates standard office equipment machines including computers, typewriter, adding machine, calculator, copier, and other office machines as required

Performs clerical and secretarial duties including filing, typing and transcribing documents, correspondence and form letters reviewing materials for typographic accuracy and proper format

Maintains accurate financial records in accordance with generally accepted bookkeeping and accounting principles and district prescribed procedures

Prepares and maintains all accounts, records and documents for the cost center budget; including preparations of all requisitions, purchase orders and receiving tickets, etc

Opens, sorts, and catalogs incoming mail and other written communications making appropriate distribution; maintains a pending file

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years successful clerical/bookkeeping experience in an office environment

Typing/transcription skills

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Experience operating machines common to a school office

Ability to establish and maintain desirable rapport with the public