



REVISED:
07/12/2004

JOB TITLE:	SECRETARY II
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8668
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility, with a minimum of detailed supervision and guidance, for providing the primary confidential and non-confidential clerical and secretarial support including transcription, typing, filing, scheduling appointments and meetings, answering phone calls, and duplicating materials; works with clearly defined standard practices and procedures which generally impact only the organizational segment to which assigned or may infrequently impact several organizational segments; works fairly independently maintaining a close and highly responsive relationship with the day-to-day activities of the supervisor and/or primary secretary; handles differing situations, problems and deviations according to general instructions, priorities, policies and goals.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Performs confidential and non-confidential clerical and secretarial duties including filing, typing, taking and transcribing dictation, correspondence, documents and reports reviewing outgoing materials for typographic accuracy, internal consistency and conformance with approved procedures and proper format assuring that proper format assuring that proper clearances have been obtained

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

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

Maintains supervisor's calendar, tentatively schedules appointments and arranges for conferences and meetings without prior clearance

Assembles established background materials for meetings; attends meetings as directed taking and transcribing minutes

Drafts and prepares for signature and distribution routine, nontechnical correspondence and reports collecting information as needed from files and staff

Establishes and maintains office files and reports, requisitions supplies, forms, maintenance and other services as required, and operates standard office machines including computers, typewriter, adding machine, calculator, copier, and other equipment as required, and operates standard office machines including computers, typewriter, adding machine, calculator, copier, and other equipment as required

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. 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 experience in an office environment with excellent knowledge of general office procedures

Typing/transcription skills
Excellent knowledge of business English, spelling and arithmetic
Effective communication skills

DESIRABLE QUALIFICATIONS
One(1) year successful secretarial experience
Excellent telephone and reception manners
Successful experience in similar or related area of assignment
Ability to work well in a team situation
Efficient time management