

**CARMEL UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION - CLASSIFIED**

POSITION: ADMINISTRATIVE SECRETARY II

RANGE: 20

A. PRIMARY FUNCTION

Under general supervision, to perform complex secretarial and administrative duties for one or more persons; and to do related work as assigned.

B. ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

1. Receive incoming phone calls and provide information regarding the District, its programs and policies, to arrange appointments for staff members, and to respond tactfully and appropriately to difficult calls.
2. Make phone calls to vendors, as well as parents, other staff member, etc. to convey requests, follow-up on various items, and ensure proper coordination to enable meeting deadlines.
3. Review and update various complex and detailed records and reports, alerting appropriate staff members to items that are unusual or might require action.
4. Compose letters and other materials in accordance with given guidelines.
5. Duplicate and distribute reports, agendas, etc. to appropriate staff members in a timely manner.
6. Perform certain administrative activities to support the personnel functions of the District such as posting job openings, screening applicants, administering tests, and maintaining appropriate records.
7. Process administrative items such as Workers' Compensation and property insurance claims, District contracts, attendance reports, personnel contracts, and bank statements, as assigned.
8. Coordinate workload with others involved so that deadlines will be met.
9. Maintain files, office supplies, and sees to other clerical needs of the office.
10. Take and transcribe dictation, either shorthand or from dictaphone.
11. Design forms for use in operations.
12. Coordinate and manage projects as assigned.

C. QUALIFICATIONS

1. Knowledge of:
 - a. Methods and techniques of project management.
 - b. District rules and procedures relating to personnel matters.
 - c. Modern office methods, practices and procedures, including filing systems, receptionist and telephone techniques, business forms, letter and report writing, proofreading, and office equipment operation.
 - d. General goals and purposes of public education.
 - e. Time management/organizational techniques.
 - f. School district organization, functions, policies, rules and regulations.

2. Ability to:
 - a. Perform responsible organizational tasks requiring independent judgment without immediate supervision.
 - b. Explain and apply school and district policies, laws, rules and regulations.
 - c. Meet the public tactfully and courteously; answer questions in person and over the telephone.
 - d. Take responsibility for the compilation and organization of reports and memoranda.
 - e. Prepare and maintain accurate and complete records and reports, some of which may be confidential in nature.
 - f. Assume responsibility for and use good judgment in recognizing the scope of authority delegated.
 - g. Use a computer to perform clerical tasks and to maintain records.
 - h. Perform responsible clerical work with accuracy and speed.
 - i. Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise, and firmness.
 - j. Analyze situations and adopt an effective course of action.
 - k. Follow oral and written instructions.
 - l. Make mathematical calculations with speed and accuracy.
 - m. Type quickly and accurately from ordinary manuscript or from printed or typewritten material.
 - n. Compose correspondence independently.
 - o. Use a computer to perform clerical tasks and to maintain records.
 - p. Establish and maintain friendly, cooperative and effective working relationships with all persons contacted in the course of work.
 - q. Operate modern office equipment required to perform job efficiently and effectively in a safe manner.
 - r. Use correct English usage, spelling, grammar and punctuation.

D. PHYSICAL REQUIREMENTS

Incorporated within one or more of the essential functions of this position are the following essential physical requirements:

1. Ability to see for purposes of reading instructions, labels and other printed matter and for the safe operation of equipment.
2. Ability to hear and understand speech at normal levels in person and/or on the telephone.
3. Ability to communicate so others will be able to clearly understand a normal conversation in person and/or on the telephone.
4. Ability to operate computer, typewriter, calculator, copy machine, telephone and other office equipment with dexterity and in a safe and efficient manner.
5. Ability to routinely lift/carry office supplies and printed materials weighing up to 25 pounds.

E. WORKING CONDITIONS

Office working environment subject to sitting at a desk for long periods of time, bending, crouching or kneeling to access files from ground level to 4.5 feet above the ground, pushing/ pulling of file drawers, reaching in all directions and working at a computer and/or telephone for prolonged periods of time

REVISED: 01/01/95