

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Secretary II	<b>REPORTS TO:</b>	Director
<b>DEPARTMENT:</b>	Assigned Department	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	March 24, 2010	<b>SALARY:</b>	G-34/CSEA 125 Salary Schedule

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**BASIC FUNCTION:**

Under the direction of a Director, performs complex, varied and technical secretarial duties in support of a department with one or more programs to meet the needs of students, staff, family and sites; organize and prepare comprehensive and complex reports; provide work direction to clerical or other support staff as assigned.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Perform varied and technical secretarial duties relating to specialized departmental activities in support of one or more programs to meet the needs of the students, staff, family and sites; compile information from a variety of sources; prepare complex reports as required by District, County, State or federal regulations. *E*

Perform a variety of duties requiring independent judgment and initiative; prioritize duties including telephone requests, correspondence, internal communications, and reporting requirements. *E*

Receive and screen calls to ensure reasonable, timely delivery of communication to appropriate staff, sites/departments or outside individual/group; exercise judgment to determine importance or urgency; provide information or direct inquiries to appropriate staff. *E*

Respond in a reasonable, timely manner to requests from District staff, families and the public regarding District policies and procedures related to the assignment. *E*

Compose correspondence independently or from rough draft or oral instructions; prepare letters, memoranda, Board packets, and forms; copy and distribute a variety of documents. *E*

Maintain financial and statistical records as required by the assignment; provide information to others about assigned program or function. *E*

Maintain and ensure timely and accurate scheduling of calendar, meetings, conferences and appointments for supervisor; arrange meetings with District, site, County and State staff; schedule travel accommodations as required. *E*

Receive, screen and distribute mail/email; develop and revise filing systems and other clerical procedures; order departmental supplies. *E*

Prepare and maintain files, including information of a sensitive nature requiring discretion. *E*

Assist in the preparation and monitoring of department or program budgets in support of ensuring the financial viability of the District. *E*

Provide work direction and clear expectations to assigned staff in support of professional learning. *E*

Operate a variety of office equipment including but not limited to typewriters, computers, copiers and fax machines. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years of increasingly responsible experience in secretarial or related field.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Current office practices, procedures and equipment.  
Operation of a computer and data entry techniques.  
Software programs including but not limited to word processing, spreadsheet, and basic presentation.  
Correct oral and written usage of English, grammar, spelling, punctuation and vocabulary.  
Applicable Education Codes, Board policies and District regulations related to assigned activities.  
Interpersonal skills using tact, patience and courtesy.  
Accurate record-keeping techniques.  
Telephone and receptionist techniques and etiquette.  
Department operations, procedures, specific rules and procedures of the office  
Policies and objectives of assigned program and activities.

**ABILITY TO:**

Operate a computer to enter data, maintain records and generate reports, memorandums and letters  
Read, interpret, apply and explain rules, regulations, policies, objectives and procedures.  
Organize, assemble and prepare data for comprehensive and complex reports.  
Effectively communicate and understand both orally and in writing.  
Establish and maintain cooperative and effective working relationships with a diverse range of people.  
Work independently and confidentially with many interruptions.  
Assemble, organize and prepare data for records and reports.  
Type at 40 words net per minute.  
Determine appropriate action within clearly defined guidelines.  
Train and provide work direction to others as assigned.  
Learn new or updated computer systems/software programs to apply to current work.  
Communicate using patience and courtesy in a manner that reflects positively on the organization.  
Apply integrity and trust in all situations.  
Actively participate in meeting District goals and outcomes.  
Learn District organization, operations, policies, objectives and goals.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; constant interruptions; contact with dissatisfied individuals; intermittent noise; repetitive activities.

**PHYSICAL ABILITIES:**

With reasonable accommodations if necessary, dexterity to operate a computer and other office equipment; sitting for extended periods of time; reaching overhead, above the shoulders and horizontally, bending at the waist and kneeling or crouching to retrieve files from cabinets and shelves; hearing and speaking to exchange information in person or on the telephone; seeing to read various documents related to assigned activities; lifting light objects.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

***E= Essential Functions***