



JOB TITLE	DEPARTMENT	REPORTS TO
Secretary II	District Department	Department Administrator

<b>Position No:</b> XXX12	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> C20	<b>Date Approved:</b> 8/26/97
<b>FSLA:</b> Non-exempt	<b>Date Revised:</b> 8/10/99

JOB GOAL
To perform secretarial and clerical work which may involve delegated administrative support duties. Job assignments include a variety of complex clerical tasks requiring independent judgment and action, including making frequent decisions in accordance with organizational policies and practices.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. High School Diploma or equivalent.</li> <li>2. A minimum of two years of secretarial and/or clerical experience or an equivalent combination of training and experience.</li> <li>3. Knowledge of office practices and procedures, grammar, spelling, Business English, and mathematics.</li> <li>4. General office skills, work processing and data entry proficiency tests.</li> <li>5. T.A.B.E. test or successful completion of one (1) year of college work.</li> <li>6. Ability to perform the functions of the position.</li> </ol>

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. To type correspondence, reports, and other materials on general or technical subjects.</li> <li>2. To draft routine acknowledgments in response to inquiries not requiring a supervisor's attention.</li> <li>3. To take and transcribe dictation or transcribe from dictating equipment.</li> <li>4. To set up and maintain files.</li> <li>5. To maintain calendar for and remind supervisor of appointments.</li> <li>6. To prepare forms independently.</li> <li>7. To prepare duplicated materials.</li> <li>8. To operate office copy machines and other office machines.</li> <li>9. To furnish information and assistance to the public as requested.</li> <li>10. To perform assigned tasks in a timely and efficient manner.</li> <li>11. To prepare assigned tasks with a high standard of quality.</li> <li>12. To perform other duties as assigned by the supervisor.</li> </ol>

PHYSICAL DEMAND CLASS:
Sedentary (S) - Infrequent lifting and carrying of objects weighing 10 pounds or less. Infrequent walking and/or standing may be required.