



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

May 1995

SECRETARY I

SECRETARY II

(Series Specification)

DEFINITION

Under general supervision, to perform a wide variety of secretarial, clerical and technical duties and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Secretary I and Secretary II classifications are used for responsible secretarial positions at the District level. The difference between the two levels is primarily in: 1) the breadth and amount of knowledge required of District policies, rules, procedures and regulations; 2) the complexity and variety of work performed; 3) the independence of operation delegated to the secretary for the performance of assigned duties and responsibilities; 4) the level of judgment, decision making and overall responsibility required of the incumbent and 5) the responsibility for coordinating the work of other departmental personnel.

Secretary I is the first working level class in the class series. Positions allocated to this class are typically assigned to an Assistant Director, Coordinator, Program Specialist or equivalent level administrator. Positions are usually assigned a wide variety of secretarial and clerical tasks, which require a general knowledge of the District and an extensive knowledge of a specific District-wide office or program. Positions work in offices that affect and directly involve many levels of District organization. Coordination of office and program activities with other District offices is significant and requires judgment and initiative on the part of incumbents over a broad range of situations and alternatives.

Secretary II positions are distinguished from positions in the class of Secretary I by several factors. Positions allocated to this class are typically assigned to a District Director. Incumbents are assigned tasks requiring extensive knowledge of District-wide organization, programs, policies, rules and complex areas of operations, as well as the exercise of considerable independent judgment. Contact with non-District individuals, agencies and organizations requiring tact and diplomacy is frequent. Incumbents perform secretarial and difficult, complex, responsible clerical work in offices responsible for District-wide programs that affects and requires contact at all levels of District organization. Preparation of reports, documents and records is often complex, confidential in nature and requires considerable independent judgment.

EXAMPLES OF DUTIES

Serves as a secretary to a District administrator, relieving the administrator of a variety of clerical and technical duties; may transcribe dictation from voice recording equipment, including material of a confidential nature; types a variety of correspondence, memoranda, reports and other materials; may take and transcribe minutes from meetings of a variety of committees; arranges and schedules a variety of meetings and conferences; records and makes appointments, maintains calendar and makes travel arrangements; establishes and maintains complex, interrelated filing systems and records; serves as a liaison between administrator and other districts and officials; prepares and assembles agenda materials; reviews and checks documents, records and related forms for accuracy, completeness and conformance to applicable rules and regulations; reviews reports and maintains records of expenditures; assists in preparing budget estimates; composes correspondence independently or from general oral or written instructions; gives out information in person or by telephone where judgment, knowledge and interpretation of policies and regulations are necessary; opens, date-stamps and distributes mail and identifies and refers matters to the assigned administrator in order of priority; receives visitors, sets up appointments, screens visitors and telephone calls and refers to appropriate staff members; may provide general supervision and training for subordinate office clerical personnel; may make recommendations on improved office procedures; collects and compiles statistical and financial data and other information for inclusion into special and periodic reports; operates a variety of office equipment and appliances; orders and maintains inventory of office supplies and equipment.

REQUIRED QUALIFICATIONS

Knowledge of:

Both Levels

Elements of correct English usage, spelling, vocabulary and arithmetic;
Basic computer skills;
Modern office techniques and equipment, including letter and report writing;
Receptionist and telephone techniques;
Modern filing systems and practices;
General school district organization, policies, rules and programs.

Ability to:

Both Levels

Learn and apply specific rules, policies and procedures of the assigned office or Program;
Operate a variety of standard office equipment;
Analyze situations accurately and adopt an effective course of action;
Prepare correspondence and reports from general instructions or marginal notes;
Plan, coordinate and perform the activities of a specific office or assigned program;
Establish and maintain cooperative relationships with those contacted during the course of work;
Operate a computer;
Type at a speed of 45 words per minute from clear copy.

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Training and Experience:

Secretary I

Two years of clerical and secretarial experience.

Secretary II

Four years of clerical and secretarial experience.

These positions will be paid on the appropriate step of the Classified salary schedules:

Secretary I

- Range 151
- 10 - 12 months*

Secretary II

- Range 159
- 10 - 12 months*

**based on site*

Secretary I - Est.: 10/68
Secretary II - Est.: 9/76
Rev: 6/83; 7/88; 6/92