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<b>Position:</b>	Administrative Secretary II	<b>FLSA:</b>	Non-Exempt
<b>Department/Site:</b>	Various	<b>Salary Grade:</b>	17
<b>Reports to/Evaluated by:</b>	Department Administrator	<b>Salary Schedule:</b>	Classified

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**SUMMARY**

Performs specialized secretarial and administrative support duties, including (but not limited to) transcribing of complex, specialized, or technical notes, composing of original documents, administration of office routines and systems, processing of financial transactions, and reception. Assists with administrative projects and programs that impact and/or involve other organization units and locations.

**DISTINGUISHING CAREER FEATURES**

The Administrative Secretary II represents the second career level and senior-skilled position in a multi-level career path encompassing administrative and secretarial support. The Advancement to Administrative Secretary II requires at least two years as Administrative Secretary I at the District or equivalent capacity and specialized knowledge and assignments within the function in areas such as, but not limited to curriculum, assessment, and budget. The Administrative Secretary II requires competencies such as the ability to independently carry out projects that involve multiple department and sites, coordinate information gathering for reports and special studies, conduct research, coordinate, disseminate, and maintain information designated for wide distribution. The Administrative Secretary II may require reporting to a higher level manager or director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs technical and complex administrative support involving applications of a working understanding of the functions and procedures of the organization unit to which assigned, with a working knowledge of functions and procedures of other units.
- Responds to inquiries and conveys information about programs and services provided by the organizational unit and District. Interprets and conveys policies and procedures, referring difficult or sensitive matters to the appropriate manager or administrator.
- Sets up assignments to conform to business and academic calendars and cycles, then sequences work/project steps to conform to expected deadlines and/or time lines.
- Provides administrative support to committees and other special processes. Prepares forms, revisions, and final documents to support proceedings.
- Takes notes and transcribes dictation as assigned. Types (keyboards) from rough drafts or instructions a variety of materials such as letters, memoranda, reports and statistical data. Composes original correspondence and forms on routine department matters.
- Receives telephone calls and visitors, screening callers, handling routine matters, providing information, or routing calls to administrators as necessary.

- Schedules appointments and arranges meetings. Prepares schedules and informs participants, confirming dates and times.
- Maintains records and assists in the preparation of departmental/divisional reports by gathering and summarizing information from a variety of sources.
- Assists with development of organizational unit budget proposals by collecting information and maintaining communications with work sections on status and information needs.
- Maintains approved budgets and transaction records, including those for projects and grant-funded activities.
- Receives, processes, and may reconcile documents for expenditures. Prepares requisitions and claims for reimbursement. Orders merchandise and services from pre-approved purchase orders and within authorized spending limits.
- Initiates documentation for budget allocation changes and reassignments of funds to and from various accounts, working with accounting staff to assure compliance.
- Performs other duties as assigned that support the overall objective of the position.

## **QUALIFICATIONS**

**Knowledge and Skills:** Requires working knowledge of modern office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Requires working knowledge of District and department operations, policies, procedures, and calendars. Requires working knowledge of Education Codes applicable to the area of assignment. Requires a working knowledge of, and skill at using personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, basic presentation graphics, special applications used by the organization unit, and data entry onto custom databases. Requires sufficient math skills to perform financial and statistical record keeping. Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence. Requires sufficient human relations skill to work productively and cooperatively with diverse teams, exercise patience when dealing with internal and external customers, and convey technical concepts.

**Abilities:** Requires the ability to independently perform all of the duties of the position. Requires the ability to accurately take and transcribe notes and/or meeting minutes/recollections. Must be able to learn, interpret, explain and apply knowledge of district and organization unit services, operations, programs, functions, special terminology used in the organization unit, and labor agreements to relieve others of a variety of administrative details. Requires the ability to prepare spreadsheets, graphs and charts, and enter, import, and export data to and from databases. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to communicate with administrators, students, staff, and the community using patience and courtesy, and in a manner that reflects positively on the organization unit.

**Physical Abilities:** The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various district locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a pointing device

and keyboard at an advanced rate, operate microcomputer, and use other standardized office equipment, almost constantly requiring repetitive motions.

**Education and Experience:** The position typically requires a high school diploma supplemented with post high school coursework in secretarial science or related business profession and four years of experience. Additional progressively secretarial experience may substitute for some higher education.

**Licenses and Certificates:** May require a valid driver's license.

**Working Conditions:** Work is performed indoors where minimal safety considerations exist.