

ADMINISTRATIVE SECRETARY II

DEFINITION

Under direction, performs complex and responsible secretarial and clerical functions; relieves an executive level administrator of clerical and administrative detail by coordinating, organizing and participating in the various operational aspects of the administrator's assignment; performs other related work as assigned and/or required.

ESSENTIAL DUTIES

acts as a personal secretary and office management assistant, working with a variety of sensitive and privileged matters and materials
coordinates staff responsibilities in the administrator's office, including the organization, planning, layout, and development of assignment time lines
prepares or coordinates the preparation of info

Ability to: Learn, interpret and apply legal mandates, policies, rules, regulations and operational procedures; assume responsibility for routine administrative detail, including the organization and coordination of the clerical activities of the supervisor's office; compose correspondence independently; establish and maintain comprehensive and accurate files and records; prepare accurate and complete reports, including items submitted to the Board of Education for approval/ratification; effectively operate a micro-computer and use appropriate software applications; take notes and transcribe accurately, or use transcription equipment effectively; prepare various written materials; make mathematical calculations with speed and accuracy; understand and follow oral and written directions; develop and maintain positive, cooperative interpersonal relationships with administrators, community members, and co-workers; remain flexible and work effectively in a multi-task office environment with stringent deadlines, frequent interruptions, and changes in task priorities.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that persons within this classification must perform in carrying out essential job functions.

- will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but may walk or stand for extended periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound