

SECRETARY II

DEFINITION

Under the direction of the immediate supervisor, performs specialized, responsible secretarial/clerical functions; relieves supervisor of clerical detail; provides routine administrative assistance; and assumes and performs other related duties as assigned and/or required.

ESSENTIAL DUTIES

- § acts as a personal secretary and may perform the duties of an office manager
- § reviews and screens incoming correspondence and communications routed to the supervisor
- § plans and organizes follow-up activities to ensure that operational time lines are met
- § arranges correspondence in the order of a predetermined priority; provides appropriate background materials for reference to facilitate supervisor's personal reply
- § independently, or according to general instructions, composes correspondence concerning a wide range of subjects requiring a thorough knowledge of policies, regulations and operational procedures
- § review outgoing correspondence and other materials for consistency with policies, regulations, operational procedures, formatting, grammatical construction and punctuation
- § takes notes of meetings and conferences and prepares accurate summaries
- § may take and transcribe dictation, or use transcription equipment, to prepare a wide variety of subject area materials, including information and data that may be of a privileged, confidential and/or sensitive nature
- § receives and responds to inquiries from office visitors or from telephone contacts
- § prepares data for a computerized record management, storage and retrieval system and utilizes output reports in office operational functions
- § maintains a variety of records and files which may include student, personnel, budget, expenditure, payroll and other related subject information
- § may schedule and organize the clerical functions of the office and may provide input concerning the technical evaluation of other clerical staff members
- § assists with budget planning and expenditure control processes
- § operates a computer terminal and uses a variety of software application

QUALIFICATIONS

Knowledge of: Organization and coordination of specialized, responsible secretarial/clerical functions; modern office methods and equipment, including automated record management, filing and retrieval systems, and computer terminal operation; receptionist and telephone techniques; correspondence and report writing; English usage, grammar, spelling and punctuation; basic methods and techniques of organization and planning. **BILINGUAL/BILITERATE positions require proficiency in both oral and written Spanish and may require translating English to Spanish and from Spanish to English.**

