

**RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT**  
**JOB DESCRIPTION**

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**JOB TITLE:           SECRETARY II**

**DEPARTMENT:       STUDENT SERVICES**

**REPORTS TO:        ADMINISTRATIVE ASSISTANT/RBHS OFFICE MANAGER**

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**DEFINITION:**

Under supervision of the site administrator/program manager, performs a wide variety of clerical and secretarial functions and general duties.

**EXAMPLES OF DUTIES:**

Performs a wide variety of secretarial and clerical duties. Essential duties and responsibilities include the following:

- Serves as a personal secretary and office management aide.
- Reviews and screens incoming correspondence and communications routed to supervisor.
- Determines the communications or correspondence to refer appropriate staff members for the gathering of data or for a response.
- Plans and organizes follow-up activities to ensure that operational timelines are met.
- Arranges correspondence for supervisor's personal reply in the order of a predetermined priority with appropriate background materials available for reference.
- Independently or in accordance with general instructions, composes correspondence concerning a wide range of subjects requiring a thorough knowledge of policies, regulations, and operational procedures.
- Reviews 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 or sensitive nature.
- Serves as an administrative aide by receiving and responding to inquiries from either office visitors or from telephone contacts.
- Prepares input data for a computerized record management, storage, and retrieval system, and utilizes the output reports in the office operational functions.
- Maintains a variety of records and files, that may include student, personnel, budget expenditure, payroll, and other related records and files.
- May schedule and organize the clerical functions of the office to which assigned, and may provide input concerning the technical evaluation of the other clerical staff.
- Assists with budget planning and expenditure control processes.
- Assist with State mandated testing.
- Operates a computer and uses a variety of application software.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**KNOWLEDGE OF:**

- Organization and coordination of specialized and responsible clerical functions.
- Modern office methods and equipment, including computer technology.
- English, grammar, spelling and punctuation.
- Basic techniques of organization and planning.
- Automated record management and filing system.
- Procedures pertaining to student record management.
- Receptionist and telephone techniques.

**ABILITY TO:**

- Establish and maintain cooperative working relationships.
- Learn, interpret and apply legal mandates, policies and regulations pertaining to a school operation.
- Compose correspondence.
- Establish and maintain accurate files and records.
- Operate computers and utilize application software.
- Perform clerical and secretarial work using independent judgement with speed and accuracy.
- Maintain confidentiality.
- Perform job assignments with numerous interruptions and work with minimal supervision.
- Understand and carry out oral and written instruction.
- Communicate effectively in oral and written form.
- May require the ability to have an accurate keyboarding rate of 55 words per minute.
- Make arithmetical calculations with speed and accuracy.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Required vision (which may be corrected) to read small print.
- Required mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work that is primarily sedentary.
- May be required to attend meetings and/or to travel within and out of District boundaries to attend meetings.
- May be required to work at a computer terminal for prolonged periods.
- Employee must frequently lift and/or move up to 15 pounds and occasionally lift and /or move up to 30 pounds.

**ENVIRONMENT**

- Indoor environment/temperature – normal climate.
- Continuous interaction with students, public and staff.
- Noise level in the work environment is usually moderate.

### **EXPERIENCE AND EDUCATION**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

#### **EXPERIENCE:**

- Two years of clerical experience preferably in the educational field.

#### **EDUCATION:**

- Equivalent to completion of high school, supplemented by coursework or training in clerical, office management, or other related skill areas.

### **LICENSE REQUIREMENT**

- May require a keyboarding certificate (55 WPM) depending on assignment.