



## JOB DESCRIPTION

TULARE JOINT UNION HIGH SCHOOL DISTRICT  
426 North Blackstone, Tulare, CA 93274



### Secretary II - Superintendent

Revised 2/2022

#### DEFINITION

Under the direct supervision of the Superintendent or designee, the Secretary II - Superintendent performs complex secretarial and clerical duties and performs general office work and other related duties as required.

#### EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

1. Provide confidential secretarial services to the office of the Superintendent. *E*
2. Independently compose correspondence as directed. *E*
3. Receive and interview visitors and direct them to appropriate offices for further assistance. *E*
4. Operate a telephone switchboard. *E*
5. Receive and distribute incoming mail. *E*
6. Type a variety of reports and documents requiring independent assembly of information and independent judgment and interpretation. *E*
7. Accurately maintain a variety of files and records. *E*
8. Operate standard office machines including a computer and photocopier. *E*
9. Assist with assembly of Board and meeting agendas, minutes, and other documents as assigned. *E*
10. Invoice and receive checks for insurance premiums for the Liability/Property JPA. *E*
11. Acts as a translator as necessary. *E*
12. Accepts, routes, and processes all student caregiver affidavits, intra-district and inter-district transfer requests. *E*
13. Facilitate Administrators in updating Board Policies and Administrative Regulations as regulated by CSBA at a paralegal level
14. Utilize Simbli to process Board Policies
15. Perform other related duties as assigned.

#### MINIMUM QUALIFICATIONS

1. High School Diploma or equivalent
2. Courses in typing and/or word processing and/or courses in secretarial skills desired
3. Three years of progressively responsible secretarial and clerical experience
4. Bilingual English/Spanish preferred
5. DOJ and FBI Fingerprint clearance
6. Negative TB Test within the last four years
7. Type 50 words per minute with accuracy

#### KNOWLEDGE OF:

1. Correct English usage, grammar, spelling, punctuation, and vocabulary.
2. General office procedures and office machines.
3. Modern office methods of filing and clerical procedures.
4. Office mathematics and related calculations.
5. Telephone etiquette, procedures, and techniques including operation of a switchboard.
6. Student data systems.
7. Record retention policies and procedures.
8. Basic computer and other office machine operation.
9. Word processing and data base software.
10. District policies, procedures, and regulations.

### **ABILITY TO:**

1. Communicate effectively with English and Spanish speaking parents and community members.
2. Compose letters in acceptable style with minimum assistance.
3. Maintain a calendar appointments.
4. Maintain an adequate filing system and be able to retrieve data quickly.
5. Take notes and records of meetings and conferences.
6. Be punctual and regular in attendance.
7. Maintain confidentiality in matters regarding employees and/or students.
8. Learn specific rules, regulations, laws, and policies quickly and apply them with good judgment in a variety of procedural matters without immediate supervision.
9. Use good judgment while recognizing scope of authority.
10. Perform clerical duties utilizing correct spelling and proper English grammar usage.
11. Meet students, parents, staff, and the public tactfully and courteously
12. Work harmoniously with fellow employees.
13. Operate a computer and printer and other office machines with advanced skills in the operation including word processing and data base software.
14. Compile and maintain accurate and complete records and reports.
15. Understand and follow oral and written instructions.
16. Answer questions by telephone, in person, and e-mail in a respectful manner.
17. Organize tasks and complete with efficient use of time.
18. Create correspondence, databases, spread sheets, and various publications.
19. Maintain cooperative relationships with coworkers and the general public.

### **ENVIRONMENT, PHYSICAL DEMANDS, AND WORKING CONDITIONS:**

1. Indoor office environment subject to frequent interruptions.
2. Pushing, moving, and lifting objects with a strength factor of light work.
3. Dexterity of hands and fingers to operate a variety of standard office equipment.
4. Clarity of vision at varying distances.
5. Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
6. Sitting, standing, and walking for extended periods of time.
7. Reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies.
8. Occasional bending, reaching, and stretching.
9. Occasional pushing, pulling, and dragging.
10. Occasional kneeling, crouching, and squatting.

Range 15

8 hours per day

260 annual work days