

**Linden Unified School District**  
Classification Specification

**Secretary II – Curriculum and Instruction**  
District Office

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**Classification:** Classified

**Salary Range:** 5

**Work Year:** 12 Months

**FLSA Status:** Non-exempt

**Board Ratified:**

**OVERALL RESPONSIBILITY:**

Under direction, to serve as assistant to the Director of Curriculum and Instruction, perform complex and highly specialized secretarial and administrative support duties; relieves director of clerical and administrative details; plan, organize and coordinate office activities, administrative details and communications.

**SPECIFIC RESPONSIBILITIES:**

Responsibility to:

- Perform a variety of specialized and responsible duties independently; organize and implement office procedures and policies and interpret applicable rules and regulations.
- Coordinate communications between administrator and District personnel, parents, students, educational institutions, vendors, other outside organizations and the public.
- Analyze, research, interpret and apply laws and regulations; establish and manage priorities, processes and procedures; work independently; maintain deadlines; manage multiple projects; and travel to meetings and workshops.
- Respond to requests for information from staff and the general public regarding programs, policies, procedures, and regulations, or refer them to the appropriate department.
- Interpret, provide and clarify specialized information regarding operating policies, procedures and regulations; obtain and provide information, coordinate activities and resolve problems; inform the administrator of situations requiring additional attention.
- Research and compile information and data, and complete a variety of major and comprehensive District, County, State, Federal and program reports; perform special projects.
- Develop PowerPoint or other multimedia presentations and assist with department website maintenance updates.
- Train and provide work direction to assigned support staff; monitor work flow and assure compliance with established time lines, procedures and standards of quality.
- Prepare correspondence, letters and memoranda, including materials of a confidential nature, independently or from oral instructions.
- Compose, prepare and verify accuracy and legality of a variety of materials which may include correspondence, minutes, reports, contracts, lists, forms, notices, memoranda and other documents; independently or from oral instructions.
- Assist and prepare Board and other agenda items.
- Prepare and maintain a variety of lists as required.

- Prepare, review and compile a variety of information; verify data for accuracy, completeness and compliance with established procedures: prepare input and retrieve data utilizing a computerized record management, storage, and retrieval system.
- Prepare and maintain a variety of records, contracts/service agreements, logs and files.
- Schedule meetings, conferences and appointments and maintain appointment calendar; do event planning for conference and meetings; arrange and schedule travel accommodations.
- Research and assist with the compilation of budget data; coordinate the collection and preparation of departmental budget expenditures; maintain budget and financial records of a variety of programs; monitor account balances, and record expenditures.
- Order and maintain an adequate inventory of office supplies, forms, equipment, instructional materials and textbooks.
- Other related work as required.

## QUALIFICATIONS

### Minimum Requirements:

#### Knowledge of:

- Operations, principles, practices, procedures, rules and methods of the district and assigned office or division.
- Operation of a computer and assigned software.
- Modern office methods and equipment, computers and application software.
- Accurate record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Receptionist and telephone techniques.
- District organization, operations, policies and objectives.

#### Ability to:

- Learn, interpret and apply policies, rules and regulations, and operational procedures (i.e.: California Education Code, Union Contracts, Board Policies, and other applicable laws.)
- Plan, schedule and perform a wide variety of administrative functions, duties and activities.
- Prepare and process confidential materials.
- Assemble data and prepare clear and concise reports.
- Maintain complex and varied files and records.
- Take minutes of meetings and prepare report summaries.
- Effectively and efficiently operate computers and utilize application software.
- Establish and maintain cooperative and effective working relationships with others.
- Provide work direction and guidance to others.
- Keyboard at the net corrected rate of 80 words per minute.
- Work with discretion and in confidence with information.
- Work independently with little direction.
- Meet schedules and time lines.
- Deal with a variety of projects simultaneously.
- Prepare reports, correspondence and related materials.

- Understand and carry out oral and written directions.
- Communicate effectively both orally and in writing in a clear and concise manner.

Education:

- Any combination equivalent to: graduation from high school supplemented by courses in secretarial science or related business course

Experience:

- Three years increasingly responsible and varied secretarial and clerical or office management experience.

**OTHER CHARACTERISTICS:**

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will primarily be an indoor office work environment.

**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. The employee must be able to:

- Lift, carry, push and/or pull items up to 50 lbs.
- Hear and speak to exchange information in person and on the telephone.
- See to read a variety of materials.
- Possess dexterity of hands and fingers to operate a computer keyboard and ten-key adding machine or calculator.
- Stand and walk.
- Bend at the waist, kneel or crouch to file materials.
- Sit or stand for extended periods of time.
- Climb a step stool/ladder and reach above shoulders to file materials.

**Hazards:**

Sitting and viewing a computer monitor for extended periods of time; and dealing with difficult individuals.