

Bakersfield City School District
Education Center - 1300 Baker Street
Bakersfield, California 93305
Personnel Services

TITLE: ADMINISTRATIVE SECRETARY II

QUALIFICATIONS:

1. Knowledge of office practices and procedures; preferably specific knowledge of district policies, procedures and operations
2. Experience in stenographic and clerical work
3. Ability to take and transcribe shorthand proficiently desirable
4. Knowledge and ability to learn and use computer terminal and word processing equipment and systems effectively
5. Ability to make accurate computations and prepare statistical documentation; ability to operate office machines
6. Ability to organize, write and prepare reports, letters, surveys and legal documents of professional quality
7. Ability to use independent judgment and maintain quality control of department output
8. Ability to work harmoniously with others; ability to supervise and evaluate work of others
9. Must pass required tests

REPORTS TO: Administrator as assigned

JOB GOAL: To provide professional services which will contribute to effectiveness of department and services it renders

PERFORMANCE RESPONSIBILITIES:

1. Performs secretarial duties of responsible nature; may take and transcribe dictation of various types; composes correspondence from brief notes and oral instructions; operates office machines, computer terminal and word processing equipment; types letters, requisitions, surveys, resolutions, board materials and various legal documents
2. Answers inquiries involving use of initiative and independent judgment within limits of established policies and procedures
3. Answers telephone; arranges appointments; sets up and maintains files; supervises, checks and prepares special and periodic reports involving compilation of materials and data
4. Compiles and prepares materials as assigned
5. Assists in developing and maintaining budget and other accounting procedures of office; performs any bookkeeping tasks associated with position
6. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; classified salary schedule, class 26

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable