

SAN YSIDRO SCHOOL DISTRICT

TITLE: Executive Secretary II

DEPARTMENT: Business

FLSA: Non-Exempt

Revised: February 2023

REPORTS TO: Chief Business Official

CLASSIFICATION: Classified (12 month)

SALARY: Confidential Salary Schedule (Steps 12-16)

Board Approved: March 9, 2023

BASIC FUNCTION: Under the direction of an assigned administrator the Executive Secretary is to perform responsible secretarial work in the operation of a district division and relieve an administrator of a wide variety of office and routine administrative duties by planning, organizing, supervising, and participating in the clerical operations related to his assigned responsibility. This position requires confidentiality and discretion.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Attends meeting as assigned for the purpose of taking minutes and/or conveying and gathering information required to perform functions.
- Compiles data from a variety of sources for the purpose of complying with financial, legal and/or administrative requirements.
- Coordinates a variety of programs and/or activities for the purpose of delivering services in compliance with established guidelines.
- Maintains a wide variety of documents, files and records (some confidential) for the purpose of providing up-to-date reference and audit trail for compliance.
- Prepares a wide variety of reports, documents and correspondence for the purpose of documenting activities, providing written reference and and/or conveying information.
- Processes documents and materials for the purpose of disseminating information to appropriate parties.
- Research a variety of topic for the purpose of providing information and making recommendations in a variety of administrative areas.
- Responds to inquiries from a variety of internal and external parties for the purpose of providing information, facilitating communication among parties and/or direction.
- Supports assigned administrator(s) for the purpose of providing assistance with administrative functions.
- Makes arrangements for committee and other meetings for assigned administrator(s) and other departmental personnel when needed.
- Assists in the preparation of all state, federal and local reports, and forwards them to the proper authorities.
- Compose documents for assigned area in accordance with established formats (e.g. letters, agenda items, minutes, bulletins, reports, etc.) for the purpose of documenting events, providing and/or requesting information.
- Works with other offices in the district, coordinating specific clerical activities and seeing that such have been accomplished.
- Acts as receptionist, receiving telephone calls and visitors.

- Establishes and maintains confidential files.
- Maintains daily records of department staff attendance.
- Orders, distributes and collects all special necessary material, supplies, and equipment for department and or district use.
- Prepares, compiles, and/or copies budget and payroll documents related to or for the purpose of bargaining.
- Performs other related clerical/secretarial duties as required.

KNOWLEDGE

- Demonstrated knowledge of functions and clerical operations of an administrative office.
- Demonstrated knowledge of office practices and equipment, including filing systems, receptionist, and telephone techniques, letter and report writing.
- Demonstrated knowledge of correct English usage, spelling, grammar, punctuation; arithmetic.
- Demonstrated knowledge of rules and regulations, laws and policies governing the district.
- Demonstrated knowledge of school district budgeting procedures.

ABILITIES

- Ability to perform responsible clerical and secretarial work and relieve an administrator of detail.
- Ability to understand and apply policies and rules.
- Ability to compose correspondence independently.
- Ability to make clear and comprehensive reports and keep records.
- Ability to meet the public in situations requiring tact, diplomacy and poise.
- Ability to use good judgment in recognizing scope of authority.
- Ability to establish and maintain effective working relationships.
- Ability to type at a rate of sixty five (65) words per minute.
- Ability to take notes or shorthand at 100 words per minute.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

- Any combination of education equivalent to high school graduation, including or supplemented by secretarial courses.
- Four (4) years of recent responsible secretarial experience.

DESIRED QUALIFICATIONS:

- Bilingual and Biliterate (English / Spanish)

WORKING CONDITIONS

Indoor and outdoor school settings which can include office and outdoor interactions.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information and read body language and expressions; seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects.