

JOB TITLE: SECRETARY II

JOB DESCRIPTION:

This employee is responsible for performing clerical and/or record keeping tasks required in the daily activities of School Board work.

Duties of this position include but are not limited to:

1. Typing reports and correspondence.
2. Compiling data under supervision.
3. Requisitioning and receiving supplies.
4. Performing varied and irregular secretarial duties.
5. Performing work requiring decisions.
6. Taking dictation and transcribing in proper form.
7. Filing correspondence and records and maintaining an effective filing system.
8. Performing other duties as required.

REQUIRED QUALIFICATIONS:

1. Ability to type 45 words per minute.
2. Ability to take dictation at a speed of 90 words per minute.
3. Ability to meet and work effectively with the public.
4. Ability to maintain effective working relationships with all employees.
5. Knowledge of office procedures.
6. Functional literacy.

DESIRED QUALIFICATIONS:

1. Satisfactory completion of a secretarial training program.
2. Ability to perform and apply general mathematical computations.
3. Secretarial experience.