

## Gridley Unified School District Job Description

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**JOB TITLE: School Secretary II**  
SALARY LEVEL: 5  
DEPARTMENT: School Site  
REPORTS TO: Site Administrator

UNIT: Classified  
LOCATION : School Site  
BOARD APPROVAL: 07/19/2023

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**SUMMARY:** The Secretary II serves as secretary to the principal and clerical support to the staff utilizing advanced computer skills. Due to the busy nature of a school office, the employee must be able to routinely work well under pressure and remain calm and tactful with students, parents, community members, and staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Supervises office activity.

Registers students new to the school.

Serves as the immediate contact person for students, staff, parents and visitors to the school.

Compiles and types school related reports.

Types parent letters, and general office communications.

Checks all communications for completeness and accuracy of grammar and spelling.

Organizes, designs, and maintains a filing system.

Assists other staff in completing office or school related tasks.

Handles phone communication.

Refers messages to appropriate personnel or students as necessary.

Receives and distributes mail or other materials.

Communicates with students' families, community agencies and other district employees regarding a variety of school related issues.

Maintains bookkeeping accounts for school budgets.

Receives and deposits funds from a variety of school activities

Schedules use of the school facilities with outside parties.

Trains and supervises substitutes, volunteers and student helpers in appropriate office procedures.

Monitors cumulative records of students transferring in and out of the district

Maintains official records of student attendance, enrollment, demographics, and cumulative student records

Maintains reports of staff absenteeism.

Administers minor first aid to pupils

Coordinates, orders, inventories, and distributes student and office supplies.

Receives, processes, and schedules School Attendance Review Board information packets.

Processes master schedule for students' course enrollment and maintains computerized data bank of all related details. Processes report card data on each student on a quarterly basis.

Makes copies of correspondence or other printed matter.

Cooperates and communicates with other school staff, public, parents, and students to promote a positive school climate.

Maintains sanitary personal habits and a clean, neat appearance.

Performs other related duties as assigned by Supervisor.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** High school diploma or general education degree (GED); 3 years related experience, or equivalent combination of education and experience. Experience in a school setting is preferred.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to students, co-workers, parents and other employees of the organization. Knowledge of rules governing correct grammar, spelling and punctuation. Bilingual ability may be required.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:** Ability to apply common sense understanding to carry instructions furnished in written, oral, diagram or schedule form. Ability to deal with problems involving a few known variables in routine situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Typing Certificate 50 W. P. M.. California Driver's License may be required by the first day of service. District First Aid and CPR training is required and will be provided.

**OTHER SKILLS AND ABILITIES:** Must pass a computer skills test. Ability to communicate and interact with staff, students, parents and others in an open, friendly, business-like manner.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently is required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen. The employee is occasionally required to climb, stoop, kneel, and crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate.