

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

SECRETARY II

DEFINITION:

Under general supervision of assigned supervisor, the Secretary II is responsible to perform highly responsible and complex secretarial, budgeting and accounting work. Relieves supervisor of a wide variety of office and administrative duties by planning, organizing, and participating in assigned office operations; assumes office management responsibilities. Conducts financial, statistical and analytical studies; prepares and assists in the preparation of financial reports and statements according to prescribed guidelines, and performs other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

Assigned Supervisor

SUPERVISION OVER:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs complex accounting functions for school districts, outside agencies, internal office departments and programs.
- Assist with the development of multiple budgets for federal, state and local grants, and maintain communication with clients regarding the same.
- Provides information and assists staff and administrators in budget preparation, implementation, and control.
- Initiates and completes forms which include budget requests, work orders, purchase orders, open purchase orders, conference/mileage claims, and other related forms.
- Review, reconcile with the absence management platform, and finalize timesheets.
- Inputs and tracks purchase orders and distributes materials.
- Processes materials and supplies orders including maintaining and managing credit card purchases and billing statements.
- Initiates, receives, and routes phone calls.
- Monitors and evaluates budgets and expenditures for appropriateness to ensure fiscal solvency and accountability.
- Assist with complex financial reports as mandated by the administration, California Department of Education, and other agencies.
- Assists in compiling data and interpreting legal reporting requirements and regulations.
- Plans and monitors timelines to meet strict deadlines in report regulations.
- May review grant letters and funding entitlement reports.
- Inputs a wide variety of data into an assigned computer system.
- Creates, formats, updates, and prepares all forms of printed material including letters, memos, staff reports, handbooks, manuals, certificates, evaluation/assessment forms, flyers, department bulletins and other documents.
- Prepares, formats, edits, proofreads and revises written materials.
- Assists and advises customers; research customer inquiries; may act as liaison between customers and fiscal services.

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- Maintains automated files and records; creates queries and generates a variety of computerized lists and reports; assures timely distribution and receipt of a variety of records and reports.
- Take minutes, both formal and informal, at various meetings.
- Explains program policies and procedures to the public, parents, students, or other staff.
- Orders supplies and equipment for program ensuring adequate levels are maintained.
- Coordinates and organizes conferences, workshops, in-services, or meetings including coordinating all calendars, arranging for rooms, setup, and refreshments, procuring, and arranging for delivery of equipment and materials needed, coordinating registration, preparing and providing invitations, flyers, etc.
- Coordinates and organizes supervisors' and/or staff travel arrangements to conferences, workshops, and meetings.

MINIMUM QUALIFICATIONS

Education, Training and Experience:

- High school diploma or equivalent is required. Associate's degree with major course work in administration, business, social science, or related field preferred.
- Three years of relevant work experience comparable to a Secretary I.
- Increasingly responsible experience in budgetary analysis and complex accounting procedures.
- Service in a public education environment preferred.

Knowledge of:

- Generally accepted accounting principles and procedures in governmental agencies.
- Complex budgeting and accounting functions.
- Use and application of online payroll/accounting systems.
- Standard software applications.
- Principles and techniques of budget preparation, administration, statistical methods, technical writing, and related record keeping.
- Program policies, procedures and regulations.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Modern office procedures and methods.
- Office filing systems.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.

Skills and Abilities:

- Works collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned department/program.
- Prepare clear, concise, grammatically correct (including punctuation and spelling), letters, memos, minutes, and other written documents.

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- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds, and physical and learning disabilities of staff, students and community.
- Adapt to changing program/department needs.
- Keeps abreast of county office accounting and auditing requirements.
- Establishes and maintains all types of office filing and record keeping systems using both manual and computer database systems.
- Research, retrieve and organize data to prepare reports and financial documentation.
- Analyze and audit data to detect, and correct errors.
- Set up and maintain spreadsheets and databases.
- Accurately perform complex mathematical calculations.
- Organize and maintain accounting records.
- Interpret and explain complex rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing with county office personnel, school administrative staff, outside district agencies and the public.
- Perform responsible secretarial work with accuracy and minimal supervision.
- Understand pertinent administrative and department policies and procedures.
- Manage and prioritize multiple activities.
- Work independently and make decisions within the framework of established guidelines.
- Understand and maintain confidentiality.

Physical Requirements:

- Bending at the waist, kneeling or crouching; climbing or balancing while using step stool.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects on an intermittent basis. Requires two or more persons or a hand truck/cart to lift 50 pounds or more.

Work Environment:

Employees in this position will be required to work in an office and/or school facility environment with regular interruptions and participate in small and large group meetings.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified
Salary Range: F

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