



## **Job Description**

**Job Title:** Secretary II  
**Position Code:** 4N22, DN22  
**Job Classification:** Non-Exempt

**Supervisor:** Appropriate Administrator  
**Pay Grade:** 16S  
**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for providing frontline customer contact and clerical support

### **Essential Duties**

1. Prepares statistical tables; types letters, takes meeting notes, reports, bulletins, charts, questionnaires, requisitions, and other materials from rough draft to final copy.
2. Obtains, gathers and organizes pertinent data as needed, and puts it into a usable format.
3. Maintains a regular filing system and processes incoming and outgoing correspondence as instructed.
4. Handles incoming telephone calls and refers to other staff members when appropriate.
5. Maintains a high level of confidentiality.
6. Models nondiscriminatory practices in all activities.

### **Other Duties**

1. Performs other duties as assigned by appropriate administrator.

### **Job Specifications**

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 accommodation may be made to individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills, and/or Abilities Required)**

Completion of standard high school, or any equivalent combination of experience and training, preferably supplemented with completion of business school or college courses. Must possess knowledge of standard office practices, procedures and equipment; familiarity with Mainframe and Edulog a plus. Must be proficient in Microsoft Word, Excel and Access. Must possess excellent verbal and written communication skills and have ability to establish and maintain effective working relationships with employees and the public. Ability to maintain confidentiality and demonstrate good judgment, tact and courtesy in difficult situations and with communications to the public. Ability to organize and maintain clerical records and to prioritize workload. Must possess strong organizational skills.

### **Working Conditions & Physical Requirements**

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 accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

**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. Duties are normally performed in an office environment.

**Supervision Exercised:**       None

**Supervision Received :**       Appropriate Administrator

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Secretary II will be required to follow any other instructions and to perform any other related duties as assigned appropriate Administrators. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**I acknowledge that I have received and read this job description.**

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Employee Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_