



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Secretary II
<b>Payroll/Personnel Type:</b>	11 and 12 Month
<b>Job #:</b>	31
<b>Reports to:</b>	Director / Principal
<b>Shift Length:</b>	8 Hour Day
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

Perform the duties required to organize and complete a variety of clerical and secretarial tasks encompassing general office functions.

**Essential Functions:**

- Receive and answer internal and external inquiries and explain basic policies and procedures; direct inquiries as needed
- Format, type and/or proof documents, letters, memos, reports, publications and other material; may compose material or forms as needed
- Track the deadlines and timeframes for various projects and alert personnel as needed
- Schedule appointments; prepare or arrange for preparation of facility, equipment and material
- Make travel arrangements and track travel expenses
- Maintain filing system, rosters and records including financial and payroll information; report information as needed
- Monitor office supply inventory levels and order when needed
- Prepare requisitions, transfer requests and/or vouchers
- Perform other office functions such as opening and distributing mail, making copies, sending and receiving faxes, greeting and directing visitors and receiving and screening telephone calls
- Perform moderately difficult clerical/secretarial duties specific to the position's location such as human resources, school environment, magnet school environment, finance, etc.
- Receive, distribute and account for petty cash funds
- Maintain postings, displays and bulletin boards
- Perform other duties as assigned

**Knowledge, Skills, and Abilities:**

- Considerable knowledge of office practices, procedures and equipment
- Considerable knowledge of business English, spelling, punctuation, mathematics and possession of a good vocabulary
- Some knowledge of the principles and practices of office management
- Ability to accurately take and transcribe oral dictation at a good rate of speed or use a dictating machine
- Ability to maintain large and relatively complex records and files to prepare reports and answer questions from such records
- Ability to explain policies and procedures and rules and regulations, and to make work decisions in accordance with such standards
- Ability to compute and tabulate mathematics accurately and with reasonable speed
- Ability to handle confidential material satisfactorily
- Ability to establish and maintain effective working relationships with associates, students and the general public



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- Skill in typing with accuracy and speed

**Experience:**

- Minimum of three years job related experience

**Education:**

- High School Diploma or Equivalent

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Review/Approvals:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***