



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

Position Title:	Secretary II
Payroll/Personnel Type:	11 and 12 Month
Reports to:	Director / Principal

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

