



## Job Description

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

**Supervisor:** Safety and Training Specialist  
**Pay Grade:** 18S  
**Contract Length:** 245 Days

### Job Summary

Position is responsible for providing support to the Safety and Training section of Transportation.

### Essential Duties

1. Helps to ensure that all CDL holders meet Federal, State, and Local requirements:
  - a. Maintains current list of medical physicals (physicals) that have been certified by Transportations contracted medical doctor
  - b. Schedules annual physicals for all CDL holders and keeps a list of completed physicals and the renewal date for physicals
  - c. Provides DMV and HR with accurate list of employees who are driving and who require random drug test
  - d. Maintains list of drivers who have completed the required semi-annual in-service training
  - e. Maintains Transportation's Training and Accident files
2. Maintains up-to-date list of certified drivers and attendants. Maintains up-to-date lists of pending certifications (medical, DMV, in-service training, disciplinary, etc.)
3. Maintains up-to-date list of DOE & other certified trainers and ensures that they are scheduled for refresher training as required by DOE, First Aid, etc.
4. Schedules' applicant interviews. Sets up necessary in-processing appointments for selected applicants.
5. Prepares statistical tables; types letters, takes meeting notes, reports, bulletins, charts, questionnaires, requisitions, and other materials from rough draft to final copy.
6. Obtains, gathers and organizes safety and training data as needed, and puts it into a usable format (PowerPoint, Excel, etc.)
7. Maintains a regular filing system and processes incoming and outgoing correspondence as instructed.
8. Handles incoming telephone calls for the department and refers calls to other staff members when appropriate.
9. Maintains a high level of confidentiality.
10. Models nondiscriminatory practices in all activities.

### Other Duties

1. Performs other duties as assigned by Manager of Operations or 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 PC computers and Edulog a plus. Must be organized and able to maintain an extensive filing system. Must be proficient in Microsoft Word, Excel and PowerPoint. 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 :** Safety and Training Specialist, Transportation

*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 by the Manager of Operations or other 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