



**CLASSIFIED
Job Class Description**

Equal Employment
Opportunity

ADMINISTRATIVE ASSISTANT II

DEPARTMENT/SITE: VARIES

SALARY SCHEDULE: Classified Salary Schedule
(Group 1/Group 15)

LEVEL: Range 47

WORK YEAR: VARIES

REPORTS TO: COORDINATOR

DATE CURRENT JOB DESCRIPTION APPROVED:
Board of Trustees effective: August 12, 2021

JOB GOAL/PURPOSE:

Under the supervision and direction of a Coordinator, to assure the smooth and efficient operation of the assigned office so that the office's maximum positive impact on the education of children can be realized. The incumbents in this classification provide the school community with responsible administrative assistance, which directly supports student learning.

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant II classification is the second level class in the secretarial series. Incumbents in this classification are assigned responsible clerical/secretarial duties in support of a Coordinator for the day-to-day operations in a District department office.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

- Perform a wide variety of clerical and secretarial duties to relieve the administrator of administrative detail including keyboarding/typing, proofreading, filing, checking and recording information; plan, coordinate and organize office activities) and flow of communications;
- Maintain confidentiality of privileged and sensitive information.
- Support assigned administrative personnel to provide assistance with administrative functions.
- Answer inquiries concerning standardized policies, procedures and regulations; respond to inquiries from a variety of internal and external parties.
- Assist in preparing budget information and track and monitor department budgets.
- Communicate with a wide variety of staff, community members and departments.
- Receive visitors, including administrators, staff, parents, and the public; provide detailed technical information concerning policies and procedures where judgment, knowledge and interpretation of procedures and regulations are required or direct to appropriate personnel.

- Independently, or in accordance with general instructions, compose correspondence on a wide range of subjects, requiring a knowledge of procedures and policies of the District; may maintain department website.
- Prepare a variety of written materials (e.g., reports, mileage logs, leave forms, memos, letters, requisitions, purchase orders, attendance reports, inter/intradistrict reports, student records, staff records, staff training records, medication and allergy logs, emergency records, correspondence forms, lists, etc.) from verbal or written instruction.
- Schedule and coordinate appointments for administrators, parents, other departments and offices, interpreters, as needed.
- Receive, screen, and route telephone calls; take and relay messages when appropriate; serve as a resource to others concerning policies and procedures.
- Prepare and submit Board agenda topics and contracts to the Board and to contractors.
- Operate a variety of office machines, including computer, calculator, two-way radio, copier and assigned software .
- Research a variety of topics in order to provide information to address a variety of administrative requirements.
- Maintain an accurate and detailed calendar of events, due dates and schedules related to assigned program(s) and its services to ensure proper tasks and activities occur as scheduled.
- Prepare lists and reports from data compiled and records kept related to assigned program area(s), making mathematical calculations as necessary; process requests from other school districts, parents and/or attorneys for records or student cum files.
- Receive, sort and distribute incoming and outgoing mail; compose replies independently or from oral direction.
- Establish and maintain a variety of records, logs and filing systems pertaining to assigned area(s) of responsibility.
- Receive, review and verify documents, records and forms for accuracy, completeness and conformance to applicable rules, regulations, policies and procedures.
- Order, store and issue supplies and material pertinent to the functions of the assigned operational unit.
- Coordinate assigned office functions and details with other schools, departments/units; prepare information for meetings.
- Perform other functions, duties and tasks related to this class as assigned.

JOB QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

Knowledge of:

- Rules, regulations, laws, contracts and policies governing assigned department operations
- Modern office practices, procedures and equipment
- Letter and report preparation techniques
- Storage and retrieval systems
- Telephone techniques and etiquette
- General goals of public education
- Word processing, spreadsheet, and database programs
- Correct English usage, including grammar, spelling, punctuation and vocabulary
- Interpersonal skills, including use of tact, patience and courtesy

Skills:

- Keyboarding accurately at an acceptable rate of speed
- Operate a variety of office equipment including computers and pertinent software applications, fax machines and copiers
- Perform arithmetic calculations
- Establish and maintain a variety of complex and sensitive files and records
- Establish and maintain cooperative working relationships with staff, students and the public

Ability to:

- Perform responsible clerical and secretarial work independently and effectively
- Perform computational tasks with accuracy and speed
- Compose written communications independently
- Assemble and compile data/information and prepare reports
- Understand and retain a variety of policies, procedures and technical written material and information
- Understand and carry out oral and written instructions
- Operate a variety of office equipment including computers, fax machines and copiers; meet schedules and timelines
- Maintain confidentiality and positive attitude at all times

EDUCATION REQUIRED:

Any combination equivalent to: graduation from high school supplemented by course work in business office management.

EXPERIENCE REQUIRED:

Two (2) years of increasingly responsible secretarial experience involving public contact. Proficiency utilizing Microsoft Office Suite.

LICENSE(S) REQUIRED:

- None required.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam (e.g., written test, oral interview and/or work sample) for the job class with a satisfactory score.
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Pre-employment physical exam at District's expense
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Office environment with frequent interruptions and intermittent noise.
- Operate a computer keyboard and other office equipment.
- Sitting or standing for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files.
- Lift objects such as boxes containing documents and weighing up to 35 pounds.
- Exchange information in person or on the telephone.
- Prepare and review various materials.