

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: ADMINISTRATIVE ASSISTANT II

BASIC FUNCTION:

Under the direction of a Director or an Assistant Superintendent, perform a variety of complex secretarial and administrative assistant duties; plan, coordinate and organize office activities and coordinate flow of communications and information for the administrator; prepare and maintain a variety of manual and automated records and reports related to assigned activities.

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant II classification provides primary, complex, and administrative support to a Director of multiple programs or services of a District division or department. The Administrative Assistant I classification performs varied and responsible administrative assistant duties requiring thorough understanding of a program or functional area. Incumbents provide primary secretarial support to a Director of a single functional area of the District.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of complex secretarial and administrative assistant duties; plan, coordinate and organize office activities, flow of communications and information; ensure smooth and efficient office operations; ensure related functions comply with established laws, rules, regulations, policies and procedures.

Serve as primary secretary to the assigned administrator; perform public relations and communication services for the administrator; receive, screen and route telephone calls; take, retrieve and relay messages as needed; schedule and arrange appointments, conferences and other events.

Receive visitors, including administrators, staff, parents/guardians and the public; provide information or direct to appropriate personnel; exercise independent judgment in resolving a variety of issues; refer difficult issues to the administrator as needed; provide technical information and assistance related to program or operations and related laws, rules, regulations, policies and procedures.

Distribute, collect, process and evaluate a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed; monitor inventory levels of forms, office and designated supplies; order, receive and maintain appropriate levels of inventory as required; prepare, process and code purchase orders and invoices as assigned.

Compile information; prepare and maintain a variety of records, logs and reports related to programs, students, attendance, staff, projects and assigned duties; establish and maintain filing systems; revise, verify, proofread and edit a variety of documents.

Coordinate, schedule and attend a variety of meetings, assessment/testing activities, workshops and special events; maintain appointment and activity schedules and calendars; prepare and send out notices of meetings; compile and prepare agenda items and other required information for meetings, workshops and other events; set up equipment and supplies for meetings and other events as needed; take, transcribe and distribute minutes as directed.

Input a variety of data into an assigned computer system; establish and maintain automated records and files; maintain accurate student records as assigned by the position; initiate queries, develop spreadsheets, generate various computerized lists and reports as requested; ensure accuracy of input and output data.

Compose, independently or from oral instructions, note or rough draft, a variety of materials such as inter-office communications, forms, letters, memoranda, bulletins, agenda items, labels, fliers, requisitions, handbooks, newsletters, brochures, certificates, contracts and other materials; format materials to meet program and office needs.

Research, compile and verify a variety of data and information; compute statistical information for various federal, State and local reports as necessary; ensure mandated reports are completed and submitted to appropriate agency according to established time lines.

Perform special projects and prepare various forms and reports on behalf of the assigned administrator; conduct research and process documents in specialized areas; attend to administrative details on special matters as assigned.

Communicate with personnel and various outside agencies to exchange information, request and provide materials, coordinate activities and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; arrange for equipment repairs as required. Operate a two-way radio as assigned.

Receive, open, sort, screen and distribute incoming e-mail and mail; compose replies independently or from oral direction; prepare and distribute informational packets.

OTHER DUTIES:

Perform related duties as assigned.

May translate a variety of documents and provide interpretation during meetings as assigned by the position.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Organizational operations, policies and objectives.

Policies and objectives of assigned programs and activities.

Applicable laws, codes, regulations, policies and procedures.

Record-keeping and filing techniques.

Business letter and report writing, editing and proofreading.

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Ewing Consulting, Inc.

Telephone techniques and etiquette.
Methods, procedures and terminology used in clerical accounting work.
Modern office practices, procedures and equipment.
Proper English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Oral and written communication skills.
Record retrieval and storage systems.
Mathematic calculations.

ABILITY TO:

Perform a variety of complex secretarial and administrative assistant duties.
Plan, coordinate and organize office activities, flow of communications and information for the administrator.
Ensure smooth and efficient office operations.
Learn and apply laws, codes, rules, regulations, policies and procedures.
Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
Compose effective correspondence independently.
Perform a variety of clerical accounting duties in support of assigned department or program.
Type or input data at an acceptable rate of speed.
Answer telephones and greet the public courteously.
Work with many interruptions.
Maintain a variety of records, logs and files.
Utilize a computer to input data, maintain automated records and generate computerized reports.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Work independently with little direction.
Communicate effectively both orally and in writing.
Add, subtract, multiply and divide with speed and accuracy.

EDUCATION AND EXPERIENCE:

Graduation from high school or its equivalent and four years increasingly responsible secretarial or administrative assistant experience involving frequent public contact.

LICENSES AND OTHER REQUIREMENTS:

Some incumbents in this classification may be required to speak, read and write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone.

Dexterity of hands and fingers to operate a computer keyboard.

Ability to see to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to file and retrieve materials.

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