

Position: Administrative Assistant II

Salary Range: 23

**Summary**

Performs moderately complex secretarial duties generally assigned to the offices of site administrators, attendance or district programs. Duties include but are not limited to student, community and staff support, transcription of documents in established formats, maintenance of document filing and retrieval systems, record keeping, and reception.

**Distinguishing Characteristics**

The Administrative Assistant II has the ability to work independently in a high volume office environment; ability to organize, coordinate, and carry out clerical duties; proficiency in word processing, spreadsheet, database, and publishing programs; ability to coordinate projects requiring information from other sources.

**Essential Duties and Responsibilities**

- Coordinates the flow of information between groups/departments/divisions. Work activities may include but are not limited to student attendance tracking, independent research, assistance in budget monitoring and record keeping. May take and transcribe dictation.
- Receives and routes walk-in guests and telephone inquiries for a variety of individuals which may include students. Provides information and resolves matters as appropriate, or searches for requested information. Within the scope of authority, explains general program policies and procedures.
- May compile and maintain various databases relevant to area of assignment and generate required reports. May prepare and maintain student permanent records or databases. May set up simple databases to facilitate data gathering and statistics. Enters information according to established procedures.
- May enroll and disenroll students and ensure completion of required documentation. May respond to requests for student records from other institutions.
- May maintain budget records and files. May prepare accounting forms such as purchase orders or shipping/receiving forms. May assist in the budget development process by gathering and compiling required information.
- May coordinate and schedule meetings/special events as directed. Prepares schedules and informs participants, confirming dates and times. Prepares participant information packets.
- May update designated website(s) with various school and/or district information.
- Creates from rough drafts or verbal instructions, letters, memoranda, recurring reports, and statistical data, using appropriate software. Composes routine correspondence and forms as necessary.
- Reviews a variety of forms and materials for completeness and conformance with established regulations and procedures. Ensures accuracy of data.
- May receive, prepare, handle and store confidential information pertaining to the District or assigned department.
- May train and provide work directions to student assistants as assigned.
- Communicates with students, staff, parents and the public using tact, diplomacy and courtesy in sometimes confrontational or stressful situations.
- Performs other duties as assigned that support the overall objective of the position.
- Requires the ability to comprehend and follow district safety plans, procedures, and policies and all other district standards and procedures.
- May update designated website(s) with various school and/or District information.

## **Qualifications**

### **▪ Knowledge and Skills**

Requires a thorough knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Requires a working knowledge of those activities associated with accounting, budget and payroll transaction processing, and statistical record keeping. Requires thorough knowledge of proper English usage, grammar, spelling, punctuation, proofreading/editing, and mathematics skills. Must be skilled in using and troubleshooting various standard office machines, including personal computers with word processing, custom databases, desktop publishing, presentation graphics and spreadsheet applications. Must have sufficient communication skills to project a positive image and convey basic information to customers.

### **▪ Abilities**

Requires the ability to independently perform all of the duties of the position efficiently and effectively. Must be able to perform office and secretarial work with speed and accuracy. Must be able to learn, interpret, confidentially explain and apply knowledge of District and department organization, operations, programs, functions and special department terminology. Must be able to maintain the confidentiality of records and information. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Must be able to adapt and learn new procedures and programs as implemented by the District. Must be familiar with Health and Safety regulations. Requires the ability to communicate with peers and other District staff or public in a manner reflecting positively on the department and District.

### **▪ Physical Abilities**

Requires sufficient arm, hand and finger dexterity to operate keyboard, typewriter and other office equipment for extended periods of time. Requires visual acuity to read words and numbers. Must be able to speak and hear to communicate in person or over the phone. Requires sufficient movement to retrieve work materials.

### **▪ Education and Experience**

High School diploma or equivalent required. Minimum of 2 years of progressively responsible secretarial and clerical experience, preferably in a school setting. College credit may be substituted for some experience to a maximum of 50% of requirement for position.

### **▪ Licenses and Certificates**

Depending upon assignment, a valid California driver's license and/or first aid training may be required.