

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ADMINISTRATIVE ASSISTANT II

BASIC FUNCTION:

Under the direction of an assigned administrator, perform a wide variety of secretarial and administrative assistant duties to relieve the supervisor of administrative and clerical detail; serve as a liaison between administrators, faculty, staff, students, parents and the public.

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant I, II and III classifications serve as secretaries to an administrator with responsibility over a number of major functions. Incumbents in these classes perform duties under minimal direction. The Senior Administrative Assistant classification serves as a secretary to an administrator with responsibility over a major District division. Incumbents in this class perform duties requiring a high level of initiative and independent decision-making.

ESSENTIAL FUNCTIONS:

Perform a wide variety of clerical and secretarial duties to relieve the supervisor of administrative and clerical detail; take and transcribe dictation as assigned by the position; type a variety of correspondence, memoranda, catalogs, fliers, requisitions, reports, board agendas, forms, bulletins and letters.

Serve as a liaison between administrators, faculty, staff, students, parents and the public; explain programs, policies and procedures; initiate and answer telephone calls; screen and route calls; greet and assist visitors; respond to inquiries and provide information; retrieve and respond to messages as appropriate.

Compose a variety of correspondence independently or from oral instruction; retrieve student records and other information as requested by school personnel; maintain confidentiality of sensitive and privileged information.

Prepare and maintain financial records related to the assignment; record expenditures and assist in monitoring department budgets and travel expenses; prepare vouchers; reconcile various accounts; input budget information into computer; assist with payroll activities.

Compile information and prepare and maintain a wide variety of data and reports according to established procedures and time lines; participate in special projects and research related to the administrator's area of responsibility.

Prepare and maintain a variety of records related to assigned activities; maintain staff time records; prepare staff attendance reports; establish and maintain filing systems; compile and duplicate related materials as needed.

Coordinate and schedule meetings, appointments, conferences and special events; prepare agendas for and take minutes at assigned meetings; arrange travel reservations; maintain assigned calendars.

Train and provide work direction and guidance to clerical staff and student assistants as assigned by position; provide input on employee performance as requested.

Operate a variety of office equipment including a copier, fax machine, typewriter, and a computer and assigned software.

Receive, open, sort, screen and distribute incoming mail.

Monitor inventory levels of office supplies and textbooks and order replacements as necessary.

Participate in other assigned duties such as assisting with website development and maintenance, career education and summer school activities.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Financial and statistical record-keeping techniques.

Applicable laws, codes, rules and regulations.

Basic research methods.

Operation of a computer and assigned software.

District organization, operations, policies and objectives.

Interpersonal skills using tact, patience and courtesy.

Principles of training and providing work direction.

Methods of collecting and organizing data and information.

Business letter and report writing techniques.

Telephone techniques and etiquette.

Basic budgeting practices regarding monitoring and control.

Modern office practices, procedures and equipment.

Mathematical computations.

ABILITY TO:

Perform a wide variety of secretarial and administrative assistant duties to relieve the supervisor of administrative and clerical detail.

Serve as a liaison between administrators, faculty, staff, students, parents and the public.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.
Interpret, apply and explain applicable laws, codes, rules, regulations, policies and procedures.
Type at a minimum of 35 words per minute from clear copy.
Take and transcribe dictation at an acceptable rate of speed.
Maintain financial and statistical records.
Compile and verify data and prepare reports.
Understand and work within scope of authority.
Maintain confidentiality of sensitive and privileged information.
Complete work with many interruptions.
Compose correspondence and written materials independently or from oral instructions.
Establish and maintain a variety of filing systems.
Operate a variety of office equipment including a computer and assigned software.
Plan and organize work.
Train and provide work direction to others.
Make mathematic calculations with speed and accuracy.
Maintain consistent, punctual and regular attendance.
Move hands and fingers to operate a computer keyboard.
Hear and speak to exchange information in person or on the telephone.
Sit for extended periods of time.
See to read a variety of materials.
Bend at the waist, kneel or crouch to file materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and four years of secretarial experience involving frequent public contact.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.