

# Administrative Assistant II

Dept/Div: ClericalN/A

FLSA Status: Non-Exempt

## General Definition of Work

Performs intermediate skilled administrative support work completing various data entry requests, maintaining records, reports, database records and files, providing general information for staff, students, parents and the general public, and related work as apparent or assigned. Work is performed under the moderate supervision of the Assistant Director.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Performs program specific administrative functions relating to a specific department or division.

Reviews draft publications for consistency with department or division objectives.

Completes financial transactions with public and district personnel; processes applications and records requests.

Writes, edits, coordinates and prepares reports, speeches or other printed material according to well established standards or readily available sources.

Prepares and maintains various data resources.

Assists with the maintenance of student files.

Acts as a resource and secretary for department staff, assists them with their daily duties, prepares presentations, notes and publications for their review.

Delivers, retrieves, opens and distributes mail to department staff.

Coordinates office purchasing of supplies and requests for additional or substitute staff.

Performs data entry in coordination with other administrative support staff to ensure accurate student files and records.

Acts as a resource for parents, students, non-district staff and the general public to provide information and facilitate access to and collaboration with district programs and services.

Coordinates arrangements and communication supporting student transportation to district programs.

Performs duties of an Administrative Assistant I.

## Knowledge, Skills and Abilities

Thorough knowledge of office management techniques and equipment; thorough knowledge of business English, spelling and arithmetic; general knowledge of effective supervisory techniques; comprehensive skill organizing work flow and coordinating activities; general skill operating personal computer equipment and related office and accounting software; ability to analyze and interpret policy and procedural guidelines; ability to type at a reasonable rate of speed; ability to prepare effective correspondence on routine matters and to perform routine office management details without referral to supervisor; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to communicate effectively, both orally in written form; ability to resolve problems and inquiries; ability to establish and maintain effective working relationships with associates and the general public.

## Education and Experience

High school diploma or GED and moderate experience working as an administrative assistant with mid-high level responsibilities, or equivalent combination of education and experience.

## Physical Requirements

## **Administrative Assistant II**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, crouching, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying with accuracy; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately quiet location (e.g. business office, light traffic).

### **Special Requirements**

None.

Last Revised: 9/27/2011