

Administrative Assistant II

Purpose Statement

The job of Administrative Assistant II is done for the purpose/s of providing secretarial support to a school building; establishing and maintaining records, especially records related to students, attendance, and registration; managing office calls and visitors; compiling and distributing materials and reports; and responding to inquiries from a variety of internal and external sources

Essential Functions

- Assists with general school supervision (e.g. arrival, dismissal, breakfast, lunch, etc.) for the purpose of ensuring student welfare and maintaining a secure office environment.
- Compiles data (e.g. attendance, discipline, transportation, etc.) for the purpose of preparing reports or processing requests.
- Maintains a variety of manual and electronic documents files and records (e.g. attendance, work orders, time sheets, expense reimbursement requests, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability.
- Monitors students referred for illness or disciplinary action for the purpose of ensuring student welfare and maintaining a secure office environment.
- Prepares a variety of correspondence, reports and other materials (e.g. letters, memorandums, minutes, charts, periodic and ad-hoc reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a variety of documents and materials (e.g. time sheets, work orders, requisitions, travel reimbursements, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.
- Responds to inquiries from a variety of internal and external parties (e.g. district staff, parents, other schools, government agencies, general public, students, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Schedules activities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of making necessary arrangements for assigned administrator.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Knowledge, Skills and Abilities

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; bookkeeping practices; codes/laws/rules/regulations/policies; grammar, spelling and punctuation; office practices; recordkeeping and record retention practices; school safety and security practices.

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job

conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records; analyzing data; classifying data and/or information; customer service; screening telephone calls; using pertinent software applications.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; being attentive to detail; working as part of a team; and working with frequent interruptions; accuracy and attention to detail; adapting to changing work priorities; dealing with frequent interruptions; diffuse argumentative behavior; organizing tasks.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations in a generally hazard free environment and in a clean atmosphere.

Experience: Job related experience is required.

Education: High School diploma or equivalent.

Required Testing

None Specified

Continuing Educ./Training

None Specified

Certificates and Licenses

None Specified

Clearances

Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

Pay Grade

Revised Date