CLASSIFIED VACANCY	Santa Maria Joint Union High School District 2560 Skyway Drive Santa Maria, California 93455 (805) 922-4573 x4304

DATE:	November 13, 2026
POSITION(S):	Administrative Assistant II- SSC SMJUHSD- District Office 12 months/year
SALARY:	$5,061.48/month (Step A) Range 24 2025/26 salary schedule
HOURS:	8 hours/day 8:00 a.m. to 5:00 p.m. Monday through Friday
DEADLINE:	Thursday, November 19, 2026 5:00 p.m.
APPLICATION PROCEDURE:	Visit the Human Resources Website at www.smjuhsd.k12.ca.us **REQUIRED:** Typing certificate for **60 wpm** net dated within 6 months; 5-minute test. (SMJUHSD does not accept typing test taken online.) ***Copy of certificate must be uploaded to application materials.***
JOB DESCRIPTION:	See next page.
WRITTEN TEST:	The most qualified candidates will be invited to appear for testing.

Santa Maria Joint Union High School District programs, activities, practices and employment shall be free from unlawful discrimination, including discriminatory harassment, intimidation, and bullying based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identifications, age, religion, marital, family or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information or any other characteristic identified in Education Code 200 or 220, Penal code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics. If you believe you have been subjected to discrimination, harassment, intimidation, or bullying, you should immediately contact the District's Discrimination, Equity and Title IX Compliance Officer Mr. William Sandoval, Director of Human Resources, at 2560 Skyway Drive, Santa Maria, CA 93455, (805) 922-4573 and/or wsandoval@smjuhsd.org. A copy of SMJUHSD's Uniform Complaint Procedures, Non-Discrimination Policies, Sexual Harassment Policies are available upon request.

ADMINISTRATIVE ASSISTANT II - SSC

BASIC FUNCTION:
Under the direction of a Support Services Director, perform secretarial and administrative assistance duties to assist the administrator in various areas of site administration; perform public relations and communication services for the administrator.

REPRESENTATIVE DUTIES:
- Independently compose letters, memoranda and bulletins as directed. ***E***
- Monitor assigned budgets; provide information to personnel to resolve budget questions; process purchase requisitions; maintain filing system. ***E***
- Coordinate the assigned office acting as receptionist and primary contact and reference source for staff, school sites, visitors and the public; provide information over the phone or in personal contacts. ***E***
- Prepare for in-services and arrange for various special events; prepare appropriate materials including packets, letters, folders, requisitions and others. ***E***
- Schedule and coordinate meetings, appointments and conferences for the administrator; make travel arrangements as needed. ***E***
- Coordinate the preparation of Board of Education Agenda items and presentations as assigned; review agenda items for compliance with legal requirements and inclusion of necessary exhibits and backup materials; edit, rewrite, or originate agenda items. ***E***
- Serve as Department liaison to ensure timely communications between department/Director and staff/school sites regarding department events, timelines, deadlines, schedule changes, shutdowns and other notifications.
- Perform other activities as assigned by the administrator maintain confidentiality of sensitive information. ***E***
- Requisition, receive, store and distribute supplies and office materials; maintain materials and equipment inventory. ***E***
- Operate a variety of office machines including typewriter, copier, computer terminal and calculator; operate two-way radios as assigned. ***E***
- Attend a variety of meetings as assigned.
- Perform related duties as assigned.

KNOWLEDGE OF:
Alternative Education programs and procedures.
Budget procedures.
Modern office practices, procedures and equipment.
Receptionist and telephone techniques and etiquette.
Record-keeping techniques.
Health and safety regulations.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Applicable sections of State Education Code and other applicable laws.
Interpersonal skills using tact, patience and courtesy.
Operation of office machines including computer equipment.

ABILITY TO:
Perform and coordinate office, secretarial and clerical work.
Participate in budget preparation and maintenance; oversee assigned accounts.
Interpret, apply and explain school and District programs, policies, rules and objectives.
Work independently with little direction.
Understand and interpret rules and written directions and apply to specific situations.
Compose correspondence independently.
Perform duties effectively with many demands on time and constant interruptions.

Type 60 wpm net from clear copy; original certificate dated within 6 months is acceptable.
Make arithmetic calculations quickly and accurately.
Establish and maintain effective working relationships with others.
Meet schedules and time lines.
Plan and organize work.
Maintain records and prepare reports.
Work confidentially with discretion.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by course work in secretarial science or related field and four years of responsible clerical or secretarial experience.

WORKING CONDITIONS:
ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching.

07/01/15
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Range 24