



Tolleson Union High School District #214
Administrative Assistant II - Clerical Support V

Purpose

The job of Administrative Assistant II is done for the purpose of assisting the District's Department Director's administrative functions; ensuring efficient operation of support functions; documenting and communicating information, coordinating projects and site activities; researching a variety of topics; and determining appropriate action/referral to achieve resolution.

Qualifications

Required:

1. High school diploma or General Educational Development diploma (GED).
2. Must possess and maintain a Department of Public Safety (DPS) Identity Verified Print (IVP) Fingerprint Clearance Card.
3. Strong oral and written communication skills.
4. Ability to work cooperatively with faculty and staff.
5. Ability to operate standard office equipment.
6. Ability to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment.
7. Must possess computer skills including Word, Excel, and Power Point.
8. Ability to maintain confidential materials and information.
9. Knowledge of and adheres to all policies, regulations, and rules.
10. Ability to understand multi-step written and oral instructions.
11. Ability to work with a diversity of individuals and/or groups; work with similar types of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans.
12. Ability to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment.
13. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods.

Preferred:

1. Associate degree and two years Administrative Assistant experience or any combination of education and experience sufficient to successfully perform the essential duties of the job.
2. Bilingual in English and Spanish.

Essential Functions

1. Responds to a variety of inquiries from a variety of internal and external parties (e.g., employees, parents, students, administrators, etc.) for the purpose of providing information or direction and/or facilitating communication among parties.

2. Coordinates a variety of projects, functions and/or program components (e.g., meetings, conferences, travel, and accommodations, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
3. Performs general and program specific clerical functions and record keeping (e.g., answering phones, greeting visitors, mail, scheduling, copying, faxing, ordering office supplies, etc.) for the purpose of supporting assigned administrator and department.
4. Maintains billing records and issues invoices to Accounts Payable.
5. Maintains a wide variety of manual and electronic documents, files, and records (e.g., employee work schedules, extra duty assignments, contact list, seniority list, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines.
6. Coordinates and schedules a variety of meetings, workshops, and/or trainings for the purpose of supporting the needs of the department.
7. Prepares a variety of documents (e.g., correspondence, employee concerns, event programs, bulletins, reports, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
8. Processes and submits documents and materials (e.g., time sheets, ePARs, requisitions, invoices, etc.) for the purpose of maintaining an accurate departmental budget.
9. Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.
10. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Skills, Knowledge, and Abilities

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 utilizing pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; and concepts of grammar and punctuation.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate 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 but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types 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 moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and

schedules; working with frequent interruptions; setting priorities; and establishing and maintaining effective working relationships.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. 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.

Working Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is regularly required to talk and hear. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Reports to: District Department Director

Terms of Employment: Twelve months, full-time

Evaluation: This position will be evaluated annually as outlined in Governing Board Policy.

FLSA Status: Non-Exempt

Salary Range: Support Staff Salary Schedule, Grade 21

Board Approval: 5/28/2024 (Revised)