CLASS TITLE: ADMINISTRATIVE ASSISTANT II

BASIC FUNCTION:

Under the supervision of an assigned administrator, performs a variety of clerical and secretarial duties to relieve the administrator of administrative and clerical detail; coordinates flow of communications and information for the administrator; prepares and maintains a variety of manual and automated records and reports related to assigned activities.

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant II performs a variety of clerical and secretarial duties in support of an administrator such as a supervisor, manager or specialist. The Administrative Assistant IV serves as the primary administrative support for a large, complex department managed by a Director III. The Administrative Assistant III performs more advanced clerical and secretarial duties in support of a Director I or II.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Performs a variety of clerical and support duties to relieve the administrator of administrative and clerical detail; assists in assuring smooth and efficient office operations; coordinates flow of communications and information for the administrator.

Serves as administrative support to the assigned administrator; performs public relations and communication services for the administrator; receives, screens and routes telephone calls; takes, retrieves and relays messages as needed; schedules and arranges appointments, conferences and other events.

Receives visitors, including administrators, staff, parents and the public and provides information or directs to appropriate personnel; responds to inquiries and provides information and assistance related to office or program operations, activities, policies and procedures.

Compiles information and prepares and maintains a variety of records, logs and reports related to programs, students, financial activity, budgets, attendance, staff and assigned duties; establishes and maintains filing systems; reviews, revises, verifies and proofreads a variety of documents.

Inputs a variety of data into an assigned computer system; establishes and maintains automated records and files; initiates queries and generates various computerized lists and reports as requested; assures accuracy of input and output data.

Composes, independently or from oral instructions, note or rough draft, a variety of materials such as interoffice communications, forms, letters, memoranda, bulletins, agenda items, labels, fliers, requisitions, handbooks, newsletters, brochures, certificates and other materials.
Researches, compiles and verifies a variety of data and information; computes statistical information for various reports as necessary; processes a variety of forms and applications related to assigned functions; duplicates and distributes materials as needed.

Coordinates, schedules and attends a variety of meetings; prepares and sends out notices of meetings; compiles and prepares agenda items and other information needed for meetings, workshops and other events; sets-up supplies for meetings; takes, transcribes and distributes minutes as directed.

Performs a variety of clerical accounting duties in support of assigned program or office as assigned; monitors funds for income and expenditures; calculates, prepares and revises accounting and budgetary data; balances and reconciles assigned accounts and budgets as required.

Communicates with personnel and various outside agencies to exchange information and resolve issues or concerns.

Operates a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Receives, sorts and distributes mail; prepares and distributes informational packets and bulk mailings as directed.

Maintains appointment and activity schedules and calendars; coordinates travel arrangements and hotel reservations as necessary; reserves facilities and equipment for meetings and other events as needed; arranges for substitute personnel as required.

Monitors inventory levels of office and designated supplies; orders, receives and maintains appropriate levels of inventory as required; processes purchase orders and invoices as assigned.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Modern office practices, procedures and equipment.
Policies and objectives of assigned programs and activities.
General terminology, practices and procedures of assigned office.
Record-keeping and filing techniques.
Business letter and report writing, editing and proofreading.
Telephone techniques and etiquette.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Principles and practices of data processing.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Oral and written communication skills.
Methods of collecting and organizing data and information.
Mathematic calculations.
ABILITY TO:
Perform a variety of clerical and secretarial duties to relieve the administrator of administrative and clerical detail.
Coordinate flow of communications and information for the administrator.
Assist in assuring smooth and efficient office operations.
Compose correspondence and written materials independently or from oral instructions.
Perform a variety of clerical accounting duties in support of assigned department or program.
Type or input data at an acceptable rate of speed.
Answer telephones and greet the public courteously.
Complete work with many interruptions.
Compile and verify data and prepare reports.
Maintain a variety of records, logs and files.
Utilize a computer to input data, maintain automated records and generate computerized reports.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Work independently with little direction.
Communicate effectively both orally and in writing.
Add, subtract, multiply and divide with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school, supplemented by college level coursework in English, or related field, and two years of administrative/secretarial support experience preferably in an educational environment.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Constant interruptions.

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

Approved by Personnel Commission: December 14, 2016

____________________________________
Kristin Olson
Date: 12/14/16
Director-Classified Personnel Services