

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: ADMINISTRATIVE ASSISTANT II

BASIC FUNCTION:

Under the direction of a District Administrator, provide complex administrative assistance and secretarial and clerical support to a District Assistant Superintendent or Director; organize office activities and coordinate communication for a division such as Business, Instruction or Personnel and Employee Relations.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the class of Administrative Assistant I in that incumbents report to an Assistant Superintendent or Director and perform a variety of complex and technical administrative assistance involving an entire division such as Instruction, Human Resources and Employee Relations or Business. Administrative Assistant I incumbents report to District Coordinators and perform administrative assistant duties involving a department.

REPRESENTATIVE DUTIES:

1. Organize and manage a division office assuring efficiency of the office operations and staff; coordinate communications; relieve the administrator of administrative detail
2. Take and transcribe dictation of letters, reports, bulletins and memoranda, including material of a confidential nature
3. Compose difficult correspondence independently on a variety of matters, from shorthand notes, rough drafts, transcription machine tapes or verbal instructions
4. Monitor division budget; prepare and maintain a current log of budget expenditures and account balances for the assigned division
5. Collect statistical data and back-up material and consolidate preparation of statistical, financial and administrative reports, including the division budget
6. Interview callers, both in person and on the telephone; screen and refer to other individuals as appropriate
7. Provide information to administrators, other employees, students, parents and the public as necessary; interpret and explain State and Federal laws and guidelines, District policies, programs, rules, requirements and procedures
8. Maintain an understanding of the programs and functions of the division and their relation to the District operation as a whole
9. Prepare and assemble Board agenda items, assuring the inclusion of required backup materials

Administrative Assistant II continued

10. Prepare and distribute meeting notices and agendas; attend meetings, workshops and conferences to record proceedings or receive information; prepare and distribute comprehensive minutes of meetings, workshops and conferences
11. Maintain complex and confidential files including records of various federal and state projects
12. Originate and independently prepare material for the approval of the administrator
13. Open, sort and route mail
14. Maintain calendar for the administrator, schedule appointments, make travel and hotel arrangements as required
15. Order, receive, inventory, store and distribute office supplies and forms
16. Operate a variety of office machines and equipment, including computer terminal and electronic typewriter
17. Maintain a variety of confidential information, files and records
18. Revise applicable administrative regulations to comply with legal changes for Board approval as directed
19. Prepare and revise a variety of documents, reports, catalogs and other materials
20. Perform related duties as assigned

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:

Basic principles and practices of administration, supervision and training
District organization, operations, policies and objectives
Applicable sections of the State Education Codes and other applicable laws
Modern office practices, procedures and equipment
Telephone techniques and etiquette
Record keeping techniques
Principles, operation and use of word processing equipment
Correct English usage, grammar, spelling, punctuation and vocabulary
Oral and written communication skills
Interpersonal relations skills using tact, patience and courtesy

ABILITY TO:

Collect statistical data and backup material for agenda items
Take minutes at meetings and conferences
Organize complex material and summarize in report form the discussion of actions taken
Train, schedule and furnish work direction to clerical and secretarial assistants as assigned
Type at 60 words per minute net from clear copy
Analyze problems accurately and adopt an effective course of action
Understand and follow oral and written directions
Compose independently or from oral instructions letters, memos, bulletins or other materials
Establish and maintain effective working relationships with others

Administrative Assistant II continued

Read, interpret and follow rules, regulations, policies and procedures
Operate various office machines such as electronic typewriter, adding machine, calculator, copy machines and computer terminals
Make arrangements for meetings, workshops and conferences
Maintain records and prepare reports
Maintain a variety of filing systems
Make arithmetic calculations with speed and accuracy
Meet schedules and timelines
Plan and organize work
Work confidentially with discretion
Communicate effectively both orally and in writing.
Type from transcribing equipment
Attend meetings, conferences and workshops
Complete work with many interruptions

EDUCATION AND EXPERIENCE:

Any combination equivalent to: completion of two years of college level course work with a major in secretarial science or related business field and four years of increasingly responsible secretarial experience, including at least one year in an administrative office

WORKING CONDITIONS:

Subject to sitting for extended periods of time; occasionally kneel, crouch, bend, stoop, stand, work with arms above shoulder level; work at computer for extended periods of time requiring close/distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus; frequent use of telephone; lift, carry, pull, push up to 25 lbs.; typical office environment subject to tight deadlines and working in difficult interpersonal situations

SALARY RANGE: 84

ADOPTED BY PERSONNEL COMMISSION: April 13, 2005
APPROVED BY BOARD OF EDUCATION: April 25, 2005