

Position: Administrative Specialist II

School/Department

Reports To: Site Administrator

Pay Grade: 13

SUMMARY

Performs routine and/or standardized duties associated with secretarial, receptionist or clerical work and providing general office or program assistance. Duties will vary according to area of assignment, which may include a school site, District office or special program.

NATURE AND SCOPE

Work is performed under the general direction of the administrative secretary, site or program administrator and may vary considerably depending on area of assignment. Work involves performing a variety of clerical and secretarial duties and may include typing and data entry, receptionist, records maintenance, filing and retrieval of information and reports and other general clerical duties as assigned. Work requires considerable initiative, independent judgment and discretion in working with others. Contacts are generally within the immediate work group but may extend beyond the immediate work group to include other District staff and departments, students, parents or the general public.

DISTINGUISHING CHARACTERISTICS

Administrative Specialist II is the second level position in the clerical series in a school district setting. The position will require knowledge of the terminology, practices and procedures of an area of specialization depending on assignment. Demonstrate competence in computer technology, basic accounting, English usage, grammar, spelling and office equipment skills.

ESSENTIAL TYPES OF DUTIES (Examples)

- May perform as receptionist. Greets visitors, staff or students in person or over the telephone, ascertains nature of business and provides standard information related to area of assignment. May answer incoming phone lines of department and route calls to appropriate extensions.
- Provides direction to all potential volunteers in coordination with the site administrator. Direct volunteers to the District Office for clearance per Board Policy, and then maintain site record of approved volunteers.

- Performs secretarial duties for the site or program administrator. Composes letters, memos, emails, performance reports and bulletins within the scope of authority.
- Processes routine documents of moderate complexity requiring knowledge of the special terminology, policies and procedures of department or area of specialized function.
- Completes daily data entry regarding student records, attendance and special needs services.
- Maintains records (student and site), compiles various reports and files documents.
- Ensures the timely distribution and receipt of a variety of records and reports. Requests or provides information as necessary to assure completeness and accuracy.
- May compile statistical data, post routine financial transactions or other data and maintain various department, fiscal or other accounts or records. Searches out information in departmental records and files. Compiles data from varied sources.
- Reviews and prepares documents for entry of information into electronic student data processing system. Follows up as necessary to complete documents. Enters and updates information into system according to standard formats. Prints reports and student schedules.
- May prepare student work permits, student transcripts and registration packets, daily schedules, newsletters and other general correspondence.
- Maintains confidentiality of information processed or received during the course of performing assigned duties.
- May coordinate programs, workshops, meetings between staff, District administrators or the general public.
- Operates a variety of office machines including computer, calculator, copier, two-way radio and other office machines and equipment.
- Receives, sorts and distributes incoming mail. Composes routine correspondence independently as appropriate.
- Ensures proper security and administration of medications that are dispensed to students. Assures that instructions for dispensing are followed and student health records are properly documented. May personally dispense medications to students as directed by the student's doctor.

- Perform routine minor first aid to students and staff, as needed. Maintain communication with a school nurse in making announcements of District health concerns and exposure notices.
- Performs related duties and responsibilities as required to accomplish the objectives of the position

QUALIFICATIONS

Knowledge and Skills: Requires knowledge of basic secretarial practices, general office procedures, filing, record keeping, receptionist, telephone techniques and etiquette. Requires knowledge of basic departmental procedures and protocol related to work performed. Requires basic computer skills, record keeping, math, English usage, grammar, spelling and office equipment skills.

Abilities: Requires the ability to perform the duties of the position efficiently and effectively, under general supervision. Must be able to understand and apply district rules, regulations and policies. Requires the ability to operate standard office machines and equipment, including telecommunications, copiers, calculators, word processors, printers. Must be able to maintain records and prepare reports. Requires the ability to communicate with peers and other District staff or public in a manner which reflects positively on the department or school and District. Must pass basic skills test.

Physical Abilities: Position involves standing, walking and sitting for extended periods of time and occasional carrying and lifting of lightweight materials (up to 20 pounds). Requires sufficient arm, hand, and finger dexterity in order to operate keyboard, typewriter and other office equipment. Requires visual acuity to read a variety of materials and view a computer monitor. Sufficient hand/eye coordination and manual dexterity to keyboard at a basic rate (45 wpm); speech and hearing ability to carry on conversations in person and over the phone; and ability to reach and pull materials from files and shelves Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Education, Training and Experience: High School diploma or GED required. Supplemental course work in general office skills preferred. Minimum of 3 years of general clerical, typing and word processing experience preferred. Must pass District's Basic Skills Test applicable to the position or, provide college level transcripts in English and Math. To receive the Bilingual Stipend (Spanish), you must take and pass the District Bilingual Test.

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