



LOMPEC UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE ASSISTANT II

JOB SUMMARY:

Under the direction of an assigned supervisor, 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; prepare and maintain a variety of manual and automated records and reports related to assigned activities.

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant II classification performs varied and responsible administrative assistant duties requiring thorough understanding of a program or functional area. Incumbents provide primary secretarial support to a manager or coordinator of a large program or director of a small department. The Administrative Assistant III classification provides primary and complex secretarial support to an assigned Director or high school principal. Incumbents require thorough knowledge of organizational operations, policies and procedures and assigned department, site, or programs. The Administrative Assistant IV provides primary and complex support to an Assistant Superintendent who does not serve on the District's negotiating team where sensitive bargaining information is produced. The Administrative Assistant I classification provides secondary support to higher level administrators. Incumbents relieve the administrator of administrative and clerical detail.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform varied and responsible secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications and information; assure smooth and efficient office operations.
- Serve as primary secretary to the assigned administrator; perform public relations and communication services for the administrator; receive, screen and route telephone calls; receive and respond to office e-mails; take, retrieve and relay messages as needed; schedule and arrange appointments, conferences and other events.
- Receive visitors, including administrators, staff and the public; provide information or direct to appropriate personnel; exercise independent judgment in resolving a variety of issues; refer difficult issues to the administrator as needed; provide technical information and assistance related to program or organizational operations and related laws, rules, regulations, policies and procedures.
- Compile information and prepare and maintain a variety of records, logs and reports related to programs, students, financial activity, budgets, attendance, staff, projects and assigned duties; establish and maintain filing systems; revise, verify, proofread and edit a variety of documents.
- Input a variety of data into an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets, manipulate data and generate various computerized lists and reports as requested; assure accuracy of input and output data.
- Compose, independently or from oral instructions, note or rough draft, a variety of materials such as inter-office communications, forms, letters, memoranda, bulletins, agenda items, labels, fliers, requisitions, newsletters, brochures, contracts and other materials; format materials to meet program and office needs.

- Research, compile and verify a variety of data and information; compute statistical information for various reports as necessary; process a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed.
- Coordinate, schedule and attend a variety of meetings, workshops, activities and special events; prepare and send out notices of meetings; compile and prepare agenda items and other required information for meetings, workshops and other events; set up equipment and supplies for meetings and other events as needed; record minutes, transcribe and distribute notes and minutes as assigned by the position.
- Perform a variety of clerical accounting duties in support of assigned program or office as assigned; monitor funds for income and expenditures; assist in assuring expenditures do not exceed established budget limitations as assigned; calculate, prepare, and revise accounting and budgetary data; balance and reconcile assigned accounts and budgets as required.
- Perform special projects and prepare various forms and reports on behalf of the assigned administrator; attend to administrative details on special matters as assigned.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
- Receive, sort, and distribute mail; prepare and distribute informational packets and bulk mailings as directed.
- Maintain appointment and activity schedules and calendars; coordinate travel arrangements and hotel reservations as necessary; reserve facilities and equipment for meetings and other events as needed.
- Monitor inventory levels of office and designated supplies; order, receive and maintain appropriate levels of inventory as required; prepare, process and code purchase orders and invoices as assigned; arrange for billings and payments as directed.

OTHER DUTIES:

- Attend department and/or in-service meetings as assigned.
- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school and four years of clerical or secretarial experience involving frequent public contact.

Licenses and other Requirements

- Some positions may require a valid first aid and CPR certification issued by an authorized agency within six months of employment.

Knowledge of:

- Department or program organization, operations, policies, and objectives.
- Policies and objectives of assigned programs and activities.
- Terminology, practices, and procedures of an assigned office.

- Record-keeping and filing techniques.
- Business letter and report writing, editing, and proofreading.
- Telephone techniques and etiquette.
- Methods, procedures, and terminology used in clerical accounting work. Modern office practices, procedures, and equipment.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Data control procedures and data entry operations.
- 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 varied and responsible secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail.
- Plan, coordinate and organize office activities and coordinate flow of communications and information for the administrator.
- Assure smooth and efficient office operations.
- Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- 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 timelines.
- Work independently with little direction.
- Maintain confidentiality.
- Communicate effectively both orally and in writing.
- Add, subtract, multiply and divide with speed and accuracy.

WORKING CONDITIONS:

Work Environment:

- Office environment.
- Constant interruptions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 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.

Administrative Assistant II

- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to file and retrieve materials.

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.

FLSA Status: Non-Exempt

Personnel Commission First Reading: October 20, 2022

Personnel Commission Approval Date: November 17, 2022

Board Approval Date: February 14, 2023

Salary Range: 38