

## Administrative Assistant II – Fiscal Services

### **DEFINITION:**

Under general supervision and direction of the Director of Fiscal Services and the Chief Financial Officer/CBO, to perform a wide variety of specialized and complex clerical, accounting, and office administrative duties; performs accounting and statistical work in school district accounting records; conducts accounting analysis and data entry; exercises extensive independent judgment concerning work-related responsibilities.

### **QUALIFICATIONS:**

#### **Knowledge of:**

- Personal computers and related software, i.e. word processing and spreadsheets
- Modern office methods, practices and procedures, including filing systems, receptionist and telephone techniques, letter and report writing; correct English usage, spelling, grammar and punctuation
- Basic mathematical skills

#### **Ability to:**

- Learn, interpret, and apply school district policies, laws, rules and regulations
- Learn and maintain proficiency on micro-computers and related equipment and software
- Perform responsible clerical work with speed and accuracy
- Supervise the work of others
- Meet the public tactfully and courteously and answer questions in person or over the telephone
- Understand and carry out oral and written directions
- Type at a speed of not less than 45 words per minute from clear copy

#### **Experience and Education**

- Equivalent to completion of the twelfth grade
- Two years of responsible and varied typing and clerical experience requiring some contact with the public

### **DISTINGUISHING CHARACTERISTICS:**

Incumbents of positions in this class have a wide knowledge of the policies and operations of fiscal services and related business services areas, and must be able to apply this knowledge in the performance of their assigned tasks and to relate this information to the public and to staff members. The Administrative Assistant II positions are assigned to the administrator according to administrative responsibility, or where no administrator is assigned specifically and the secretary takes independent action.

### **ESSENTIAL FUNCTIONS:**

- Provide direct clerical and administrative support performing a wide variety of specialized and complex clerical, accounting and office administrative duties; schedule appointments and meetings; record and distribute committee meeting minutes; maintain calendar(s)
- Prepare and maintain records, reports, forms, applications, permits, and other documents
- Compose routine correspondence related to responsibilities assigned; type documents, letters, correspondence, Board agenda items, meeting agendas, bulletins, brochures, newsletters, memoranda, reports, contracts and other documents for the purpose of communicating information to district personnel, public, government officials, etc., including material of a confidential nature from oral and/or written directions
- Initiate and/or coordinate the revision of forms and documents; create, design, and update various handbooks and procedural manuals

- Assist with the filing of State and Federal Reports
- Perform tasks in connection with the operation of the financial system
- Gather data from a variety of sources; compiles informational/statistical reports in accordance with general written and/or oral instructions; makes mathematical calculations
- Maintain and review records, reports and files regarding student and employee accident and insurance programs; coordinate with insurance representatives to monitor and manage liability, property and accident claims
- Coordinate issuance of certificates of insurance and provide related assistance for school and district activities
- Maintain records retention schedule and implements destruction as scheduled; maintain central storage area for records
- Initiate and answer telephone calls; interview callers and furnish desired information or assistance, and/or refers caller to proper authority
- Maintain and process County-District-School (CDS) codes
- Maintain files, including those of confidential material
- Serve as informational liaison between supervisor and staff, District personnel and the general public
- Operates a variety of office machines
- May supervise clerical assistants
- Order office supplies and materials
- Perform other duties as assigned in support of fiscal and business services department operations and functions

#### **PHYSICAL REQUIREMENTS:**

**Physical Abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

#### **WORK 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.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.