

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: ADMINISTRATIVE ASSISTANT II

Classification:	Confidential	Work Year:	251 Days
Department:	As Assigned	Board Approval:	12/13/2021
Reports To:	District Administrator	Title Revision:	12/13/2021
Salary Range:	Confidential Salary Schedule		

BASIC FUNCTION:

To perform a variety of complex secretarial and operational support functions for district administration.

DISTINGUISHING CHARACTERISTICS:

This job class has been designated "Confidential" by the Board of Trustees in accordance with the Rodda Act.

REPRESENTATIVE DUTIES:

- Prepares, processes, and accesses confidential information that is used to contribute to the development of management positions with respect to employer-employee relations.
- Performs varied and responsible secretarial duties to assist in the coordination of assigned service operations.
- Handles routine administrative details not requiring the immediate attention of supervisor.
- Takes and transcribes dictation, notes, and/or dictation tapes as required.
- Produces reports, correspondence, minutes, policies, memos, forms, resolutions, and other documents from dictation notes, rough drafts, or verbal instructions.
- Composes correspondence independently for supervisor signature.
- Acts as information source regarding policies, procedures, programs and objectives.
- Monitors and maintains operational budget records and gathers data for financial reporting.
- Performs necessary mathematical computations and verifies proper authorization for expenditures, process payments, posting and balancing accounts.
- Receives complaints and takes corrective action, or refers as appropriate for resolution within established policies and guidelines.
- Screens telephone calls and visitors for supervisor.
- Arranges and schedules a variety of meetings and appointments, notifies participants, confirms dates and times, reserves meeting sites and prepares needed materials.
- Makes arrangements necessary for attendance at professional meetings and conferences, including transportation and hotel reservations, expense requisitions, and other required documentation as necessary.
- Maintains accurate and detailed calendar of events, due dates, meetings, appointments, and schedules related to assigned program(s) and services.
- Transmits directives and decisions on behalf of supervisor to various employees, departments, and community leaders.
- Coordinates, monitors and expedites the completion of special projects, assignments, and activities as assigned.
- Prepares information needed for reports, data, and records for supervisor to submit to appropriate District or governmental office as required.
- Establishes and maintains a variety of records, logs, and filing system pertaining to assigned area(s) of responsibility.
- Assists in coordinating communications within and outside the District regarding administrative and operational functions.

EDUCATION AND EXPERIENCE:

- Education and/or experience equivalent to at least two years of college.
- Two years of full-time experience performing administrative and operational support functions. Preferably in a school or college administrative office.
- Minimum of four years of increasingly responsible secretarial experience in the field of education preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license
- Provide personal automobile

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Modern office methods, techniques, and procedures including filing systems, business correspondence writing, and telephone techniques;
- Mathematical skills to prepare a variety of reports;
- Standard bookkeeping methods, practices, and requirements;
- A variety of computer software programs including word processing, statistical, and accounting programs;
- Proper English usage, grammar, punctuation, vocabulary, and spelling;
- Current computer software applications;
- Board policies and District procedures and operations.

ABILITY TO:

- Plan, organize, and participate in the operational activities of assigned responsibilities;
- Operate a variety of standard office machines and equipment including computer, printer, typewriter, transcriptions equipment, calculator, and copier;
- Interpret and implement Board policies and District procedures and operations in the absence of supervisor;
- Understand and carry out a variety of oral and written instructions independently;
- Analyze situations and take appropriate action regarding routine procedural matters without immediate supervision;
- Word process accurately at a rate required for successful job performance;
- Take and transcribe dictation with speed and accuracy;
- Perform mathematical calculations accurately;
- Compose correspondence independently;
- Establish and maintain efficient information/retrievable systems and prepare reports as directed;
- Maintain the confidentiality and security of sensitive information and files;
- Work in addition to regular office hours as necessary and as assigned;
- Perform research and gather information from a variety of sources;
- Communicate effectively in both oral and written forms;
- Maintain effective work relationships with those contacted in the performance or required duties;
- Meet and maintain the physical requirements necessary to perform assigned job duties in a safe and effective manner.

WORKING CONDITIONS:**ENVIRONMENT:**

- Normally located in a work environment with light physical qualifications and requirements;
- Office environment; subject to constant interruptions.

PHYSICAL ABILITIES:

- Dexterity of hands and fingers to operate office equipment;
- Seeing to read and assure accuracy of financial records and documents;
- Hearing and speaking to exchange information;
- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.