

ADMINISTRATIVE ASSISTANT I/ADMINISTRATIVE ASSISTANT IIDEFINITION

Under general supervision, to perform a wide variety of difficult and responsible secretarial and clerical work for a District level official; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents of positions in this class have a wide knowledge of the policies and operations of the office in which they work, 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

Acts as secretary to an assigned administrator, performing a wide variety of complex and responsible clerical and secretarial support duties.

Initiates and answers telephone calls; makes appointments and interviews callers and furnishes desired information or assistance or refers caller to proper authority.

Types from straight copy or rough draft, letters, reports, bulletins, and memoranda, including material of a confidential nature.

Composes correspondence independently, or with only general direction or review.

Performs various bookkeeping assignments.

Maintains files, including files of confidential material.

Compiles information for and prepares reports as requested.

Collects data from office records for use by supervisor; checks reports, records and other data for accuracy.

Serves as information liaison between supervisor and teachers, district personnel and the general public.

Operates a variety of office machines.

May supervise clerical assistants.

Specific positions may require considerable statistical and arithmetical computations.

May take and transcribe dictation, including minutes of meetings.

QUALIFICATIONSKnowledge 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; essential functions require, with or without the use of aids: mobility to move to counter, files and other areas of the office; sufficient vision to see small print; sufficient hearing to hear normal and telephone conversations; sufficient dexterity to write, operate personal computer, telephone, typewriter and other business machines.

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.

7/10/73

Revised: 3/3/92,7/96