

ADMINISTRATIVE ASSISTANT I/ADMINISTRATIVE ASSISTANT II**DEFINITION:**

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.

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
- If applying to Adult Education program, training in or willingness to acquire training in CASAS (Comprehensive Adult Student Assessment System)

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
- If applying to Adult Education program, ability to work occasional evenings on a regularly scheduled rotation

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 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

- 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

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions 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.
- Employee 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.

Approved: 7/10/73;
Revised 3/92, 7/96, 11/19/98, Approved:6/2012