

ADMINISTRATIVE ASSISTANT II – SCHOOL SITE

BASIC FUNCTION:

Under the direction of an Assistant Principal at a comprehensive school site, perform secretarial and administrative assistance duties to assist the administrator in various areas of site administration; perform public relations and communication services for the administrator.

REPRESENTATIVE DUTIES:

- Independently compose letters, memoranda and bulletins as directed. **E**
- Participate in budget preparation and maintenance; reconcile monthly statements, compile financial reports; provide information to personnel to resolve budget questions; process purchase requisitions including gathering, reviewing, coding, and verifying funds; maintain filing system. **E**
- Coordinate the assigned office acting as receptionist and primary contact and reference source for staff, students, parents and the public; provide information over the phone or in personal contacts. **E**
- Oversee petty cash and snack bar accounts; prepare checks, make bank deposits, reconcile statements and perform related activities. **E**
- Prepare expulsion packets, and perform related discipline, suspension and expulsion functions; schedule hearings. **E**
- Prepare and arrange for in-services, testing, and various special events including field trips and graduation ceremonies; prepare appropriate materials including packets, letters, folders, requisitions and others. **E**
- Schedule and coordinate meetings, appointments and conferences for the administrator; make travel arrangements as needed. **E**
- Perform other activities as assigned by the administrator including distributing payroll checks, maintaining site personnel files, and preparing and typing staff evaluations and related information; maintain confidentiality of sensitive information. **E**
- Requisition, receive, store and distribute supplies and office materials; maintain materials and equipment inventory. **E**
- Assist substitute staff by providing information, keys and appropriate materials; secure substitute teachers and assure proper classroom coverage; receive substitute requests and process according to established procedures; maintain accurate records of staff absences. **E**
- Operate a variety of office machines including typewriter, copier, computer terminal and calculator; operate two-way radios as assigned. **E**
- Provide work direction and guidance to student assistants as assigned.
- Attend a variety of meetings as assigned.
- Perform related duties as assigned.

KNOWLEDGE OF:

Alternative Education programs and procedures.

Budget preparation and maintenance procedures.

Modern office practices, procedures and equipment.

Receptionist and telephone techniques and etiquette.

Record-keeping techniques.

Health and safety regulations.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Applicable sections of State Education Code and other applicable laws.
Interpersonal skills using tact, patience and courtesy.
Operation of office machines including computer equipment.

ABILITY TO:

Perform and coordinate office, secretarial and clerical work.
Participate in budget preparation and maintenance; oversee assigned accounts.
Interpret, apply and explain school and District programs, policies, rules and objectives.
Work independently with little direction.
Understand and interpret rules and written directions and apply to specific situations.
Compose correspondence independently.
Perform duties effectively with many demands on time and constant interruptions.
Type 60 wpm net from clear copy; original certificate dated within 6 months is acceptable.
Make arithmetic calculations quickly and accurately.
Establish and maintain effective working relationships with others.
Meet schedules and time lines.
Plan and organize work.
Maintain records and prepare reports.
Work confidentially with discretion.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by course work in secretarial science or related field and four years of responsible clerical or secretarial experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching.

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Range 24