

AMADOR COUNTY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE ASSISTANT II

DEFINITION

To perform and provide complex and specialized secretarial and clerical support for an administrator(s) at an elementary site; to initiate and coordinate communications; to act for the administrator in routine matters and exercise informed judgment in dealing with sensitive situations; to provide advice or direction to others; to supervise the work of other office personnel; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class require an extensive working knowledge of policies, procedures and technology. Work is varied in nature and requires the incumbent to secure more information than is given with the assignment and involves selection and application of technical or legal concepts and procedures to resolve problems. The position requires a high degree of confidentiality.

EXAMPLES OF DUTIES

Positions in this class are responsible to perform or oversee the performance of the duties listed and must possess a working knowledge of these duties.

- Performs a wide variety of advanced secretarial and clerical duties.
- May take and transcribe dictation.
- Keyboards confidential material, letters, reports, bulletins, agendas, memoranda and other documents.
- Screens documents and reports for accuracy and completion.
- Uses initiative in editing and formatting finished documents.
- Composes independently, or from oral instructions, letters requesting or giving information, and letters or bulletins dealing with routine activities.
- Receives and processes incoming mail.
- Receives and screens telephone calls.
- Greets and interviews visitors and telephone callers.
- Establishes and maintains file systems with cross filing as necessary.
- Establishes and maintains confidential files.
- Compiles information and prepares logs and administrative reports including but not limited to CBEDS, Crime, Mandated Costs, Categorically Funded Programs, SARB and Budget.
- Establishes and maintains annual, monthly and daily calendars of activities.
- Schedules meetings and appointments.
- Assembles, organizes and presents data required for administrators to make decisions.
- Provides information on activities, policy, law and procedures.
- Takes minutes and makes reports of meetings, conferences and telephone calls.
- Compiles and provides information to the district and for Board agendas.
- Contacts administrators and their assistants to provide or seek interpretation of instructions or requests from administrators.
- Approves routine items on behalf of the administrator.
- Ensures deadlines are met.
- Collects, organizes and assembles data and materials for administration.
- Operates and maintains office equipment.

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- Researches, prepares and tracks purchase orders.
- Processes incoming supplies.
- Compiles preliminary budget data and assists the administrator in formulating budget.
- Maintains and reconciles records of budgetary expenditures.
- Maintains site inventory of equipment.
- Possesses and demonstrates extensive computer knowledge.
- Arranges for facility and equipment repairs.
- Prepares requests for travel and vehicle use.
- Communicates about students with outside agencies.
- Initiates School Attendance Review Board referrals.
- Responsible for petty cash, cafeteria and student body funds and for the proper accounting of those funds.
- Arranges substitutes for absent personnel.
- Monitors payroll time sheets.
- Prepares and submits employee absentee reports.
- Enrolls new students.
- Administers first aide and daily medication and maintains medication logs.
- Performs head lice checks.
- Maintains daily attendance records and periodic attendance reports.
- Maintains student cumulative records.
- Prepares student withdrawals and transfers.
- Prepares supply orders, billings, requisitions and textbook orders.
- Operates and performs routine maintenance on a variety of office machines and computer equipment, and arranges for repair of such equipment.
- Does related work as assigned.
- Supervises students in office, classroom, cafeteria or playground as situations warrant.
- Disciplines and provides emotional support of students in the absence of the administrator.
- Performs light custodial duties in the absence of the custodian.

QUALIFICATIONS

Knowledge of:

- Current standard office practices including, filing, receptionist, telephone techniques and correspondence.
- English usage, spelling, grammar and punctuation.
- Operation of computer hardware and software.
- Basic math.
- Basic principals of supervision and training.
- First Aid/CPR.

Ability to:

- Perform clerical work with speed and accuracy.
- Learn new software updates and programs.

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- Work with the public, students, and staff in a courteous, tactful manner.
- Read and interpret and convey specific rules, regulations, laws and policies.
- Meet deadlines and work efficiently under pressure.
- Assume responsibilities, maintain confidentiality, and use good judgment without immediate supervision.
- Manage office and work with frequent interruptions.

TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Light Work:

Lifting, pushing and/or pulling objects normally not exceeding 25 pounds.

Mobility:

Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Requires the ability to move about the office and campus.

Vision:

Requires vision (which may be corrected) to read small print.

SALARY LEVEL

Range 20 of the ACUSD Classified Salary Schedule.