

North Monterey County Unified School District
CLASSIFIED POSITION DESCRIPTION

Position Title:	ADMINISTRATIVE ASSISTANT II
Job Family:	Clerical/Secretarial Support
Reports to:	School or Program Administrator
Salary Level:	Range 29
Calendar:	Classified 12 Month

SUMMARY:

Under the direction of an Administrator, perform a variety of complex clerical and secretarial duties in support of an assigned school or program and to relieve an Administrator of administrative and clerical detail; serve as a resource and provide information regarding school or district policies and procedures to teachers, students, parents and the general public; prepare and maintain a variety of files and records related to assigned activities; assure smooth and efficient office operations. The School Administrative Assistant II classification provides complex clerical and secretarial support at an assigned school or program site.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform a variety of complex clerical and secretarial duties in support of an assigned school or program site; maintain the Administrator's calendar and prepare meeting and travel arrangements as assigned.
- Serve as a resource to and provide information regarding school and district policies and procedures to teachers, students, parents and the general public; initiate and answer telephone calls; screen and route calls; respond to inquiries and provide information; retrieve and respond to messages as appropriate.
- Prepare and maintain a variety of records and reports related to assigned activities, including mandated attendance reports, as assigned; establish and maintain filing systems; review and verify accuracy and completeness of various documents; prepare routine reports as directed.
- Compose a variety of correspondence independently or from oral instruction; compile and duplicate information and documents as necessary; maintain confidentiality of sensitive and privileged information.
- Input a variety of data into an assigned computer system; maintain automated records and files; initiate queries and generate a variety of computerized lists and reports as requested; assure accuracy of input and output data.
- Plan, coordinate and organize office activities and coordinate flow of communications and information; assure smooth and efficient office operations; provide work direction and guidance to designated clerical personnel as assigned.
- May perform various student registration, transfer and withdrawal duties as assigned; assist in the completion and receipt of enrollment forms; assist with orienting new students and families; update and enter class assignments accordingly; enter student and family data into an assigned computer system.
- May update and maintain student grade and transcript information according to established procedures; respond to student record and transcript requests from outside school sites and send information accordingly; prepare and maintain student files and update information as needed.
- Prepare and update assigned personnel and substitute payroll and timesheet information as assigned; maintain employee files as assigned; maintain accurate absence records and reports concerning personnel; arrange for substitute personnel as needed.
- Perform financial record-keeping and bookkeeping duties related to various funds as assigned; prepare and submit purchase orders; prepare and maintain related financial reports as assigned, verify balance and adjust assigned accounts in support of operations and activities; transfer funds

as appropriate; receive monies and balance cash accounts; make bank deposits according to established procedures.

- Communicate with personnel, parents and outside agencies to exchange information and resolve issues or concerns
- Maintain inventories of supplies as assigned; order supplies as needed according to established procedures.
- May provide Health Office coverage as assigned; provide basic first aid; maintain related logs for ill or injured student; administer medication in accordance with established policies and procedures.
- Maintain master calendar for activity and facility use as assigned; input master schedule information as assigned; schedule and arrange various appointments for administrator and assigned personnel.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
- Provide Health Office coverage as assigned; provide basic first aid; maintain related logs for ill or injured students; administer medication in accordance with established policies and procedures.
- Perform research as requested by the Administrator; perform special projects and prepare various forms and reports on behalf of the Administrator.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and four years of clerical or secretarial experience involving frequent public contact.

Knowledge of:

- Modern office practices, procedures and equipment.
- Policies and objectives of assigned programs and activities.
- Applicable laws, codes, regulations, policies and procedures.
- Record-keeping and filing techniques.
- Business letter and report writing, editing and proofreading.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Methods of collecting and organizing data and information.
- Mathematic calculations.

Ability to:

- Perform a variety of clerical and secretarial duties to relieve the administrator of administrative and clerical detail.
- Plan, coordinate and organize office activities and coordinate flow of communications and information for the Administrator.
- Prioritize a changing workload.
- Compose correspondence and written materials independently or from oral instructions.
- Perform a variety of clerical duties in support of assigned office.
- Type or input data at an acceptable rate of speed.

- Answer telephones and greet the public courteously.
- Complete work with many interruptions.
- Compose effective correspondence independently.
- Compile and verify data and prepare reports.
- Maintain a variety of records, logs and files.
- Utilize a computer to input data, maintain automated records and generate computerized reports.
- Establish and maintain cooperative, confidential, and effective working relationships with others.
- Meet schedules and time lines.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Determine appropriate action within clearly defined guidelines.
- Add, subtract, multiply and divide with speed and accuracy.

DESIRED QUALIFICATIONS:

- Experience with school data management software.
- Related experience in a public school setting
- Bilingual in English and Spanish.
- Some college-level coursework in a related field.
- Valid First Aid and CPR certification issued by an authorized agency.

WORKING CONDITIONS:

Work Environment:

- Office environment.
- Constant interruptions.

Physical Demands:

- Hearing and speaking to exchange information in person or on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Bending the waist, kneeling or crouching to file and retrieve materials.
- Lifting and carrying light objects.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CSEA and DISTRICT AGREEMENT

CSEA  DATE 6-12-18

DISTRICT  DATE 6/12/18

Board Approved: May 24, 2018