



# CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

## Job Class Description

<b><u>ADMINISTRATIVE ASSISTANT II</u></b>			
<b>DEPARTMENT/SITE:</b>	District Department	<b>SALARY SCHEDULE:</b>	Classified Bargaining Unit
		<b>SALARY RANGE:</b>	28 per 2023-2024 Schedule
		<b>WORK YEAR:</b>	12 Months (260 Days)
<b>REPORTS TO:</b>	Assigned Administrator	<b>FLSA:</b>	Non-Exempt

### **BASIC FUNCTION:**

Under the direction of the assigned administrator, perform varied and responsible secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications for the assigned supervisor; greet and assist visitors. The incumbents in this classification assist in providing staff support in various programs which benefit students which directly supports student learning.

### **DISTINGUISHING CHARACTERISTICS:**

Administrative Assistant positions perform complex and responsible secretarial duties for an administrator of a District-wide program. **Administrative Assistant I** positions report to the administrator of a District-wide program involving homogeneous functions related to the program. **Administrative Assistant II** positions report to an administrator of a large District-wide program of three or more unrelated programs.

### **ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Perform varied and responsible secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications; ensure smooth and efficient office operations.

Serve as secretary to the assigned administrator of a large district-wide program of three or more unrelated programs; coordinate communication services for the administrator; receive, screen and route telephone calls; take and relay messages as appropriate; schedule and arrange interviews, appointments, conferences and other events.

Receive visitors, including administrators, staff and the public and provide information or direct to appropriate personnel; exercise independent judgment in resolving a variety of issues and refer difficult issues to the administrator as necessary; provide technical information and assistance related to office or program operations, policies, and procedures.

Input a variety of data into an assigned computer system; initiate queries and generate a variety of computerized reports as requested; establish and maintain automated records and files; ensure accuracy of input and output data.

Research, compile and verify a variety of information; compute statistical information for a variety of reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed.

Compose, independently or from oral instructions, note or rough draft, a variety of materials including inter-office communications, applications, requisitions, forms, contracts, letters, memoranda, bulletins, flyers, brochures, agenda items and other materials; review and proofread a variety of documents.

Prepare and maintain a variety of data, records and reports related to office programs, financial activity, student information, personnel and assigned duties; ensure accuracy and completeness of data, records and reports; establish and maintain filing systems.

Coordinate, schedule and attend a variety of meetings; prepare and send out notices of meetings; maintain appointment and activity calendar; reserve facilities; collect and compile information for meetings, projects and workshops; take, transcribe and distribute minutes as directed.

Operate a variety of office equipment including a calculator, copier/fax machine, multi-line telephone system, typewriter, scanner, computer, and assigned software; guide users on District-wide computer software and hardware as assigned; support and troubleshoot software and hardware.

Prepare, process and code purchase orders and invoices for assigned office or program as directed; monitor office or program expenditures and budgets; reconcile assigned accounts; prepare and ensure accuracy of bank deposits; maintain auditable records.

Receive, sort and distribute mail; open mail and compose responses independently as appropriate; prepare and distribute informational packets and bulk mailings as directed.

Monitor inventory levels of office supplies; order, receive, and maintain inventory of office supplies.

Coordinate travel arrangements and hotel reservations as necessary; prepare and ensure proper completion of reimbursement forms.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Modern office practices, procedures, and equipment.

Telephone techniques and etiquette.

Policies and objectives of assigned program and activities.

Applicable laws, codes, regulations, policies, and procedures.

Record-keeping techniques.

Vocabulary and correct oral and written usage, grammar, spelling and punctuation of English.

Interpersonal skills using tact, patience, and courtesy.

Oral and written communication skills.

Operation of a computer and assigned software.

Methods of collecting and organizing data and information.

Business letter and report writing, editing, and proofreading.

Basic arithmetic.

**ABILITY TO:**

Perform varied and responsible secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail.

Serve as secretary to the administrator of a large district-wide program of three or more unrelated

programs and coordinate communications between administrators, personnel, parents, students, and the public.

Ensure smooth and efficient office operations.

Interpret, apply, and explain laws, codes, rules and regulations related to assigned activities.

Work independently with little direction.

Compose correspondence and written materials independently or from oral instructions.

Keyboard or input data at an acceptable rate of speed.

Understand and resolve issues, complaints, or problems.

Maintain confidentiality of sensitive and privileged information.

Determine appropriate action within clearly defined guidelines.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and files.

Compile and verify data and prepare reports.

Operate a variety of office equipment including a computer and assigned software.

Complete work with frequent interruptions.

Plan and organize work.

Meet schedules and timelines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school graduation or equivalent supplemented by secretarial training and three years increasingly responsible secretarial experience in a large organization involving frequent public contact, including experience translating materials and interpreting in English and designated second language.

**LICENSES AND OTHER REQUIREMENTS:**

None

**WORKING CONDITIONS:****ENVIRONMENT:**

Office environment.

Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

Reaching overhead, above the shoulders and horizontally.

Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds

**CLEARANCES:**

Criminal Justice Fingerprint/Background

Tuberculosis

Pre-placement Physical and Drug Screen

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**JOB CLASS HISTORY**

G.B. 12/15/20 P.C. 11/19/20 (New)

Revised (EH&A / MGT Consulting) PC: 02/24, GB: 03/24