

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: ADMINISTRATIVE ASSISTANT II

SALARY: RANGE 35 – CLASSIFIED SALARY SCHEDULE

BASIC FUNCTION:

Under the direction of an assigned administrator, perform a variety of elevated clerical and secretarial duties to relieve the administrator of clerical detail.

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant II provides primary support to an assigned administrator and is responsible for a variety of elevated clerical and secretarial duties.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of elevated clerical and secretarial duties to relieve the assigned administrator of clerical detail; assist in ensuring smooth and efficient office operations; coordinate flow of communications and information for the administrator; ensure smooth and efficient office operations; ensure related functions comply with established laws, rules, regulations, policies and procedures.

Perform a variety of elevated clerical accounting duties in support of assigned program or office as assigned; monitor funds for income and expenditures; calculate, prepare, and revise accounting and budgetary data; balance and reconcile assigned accounts and budgets as required.

Serve as secretary to the assigned administrator; perform public relations and communication services for the assigned administrator; receive, screen, and route telephone calls; take, retrieve, and relay messages as needed; schedule and arrange appointments, conferences and other events.

Perform special projects and prepare various forms and reports on behalf of the assigned administrator; attend to administrative details on special matters as assigned.

Schedule, prepare, and track professional development events in accordance with District policies and procedures.

Maintain appointment and activity schedules and calendars; coordinate travel arrangements and hotel reservations as necessary; reserve facilities and equipment for meetings and other events as needed; arrange for substitute personnel as required.

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

Compile information and prepare and maintain a variety of records, logs and reports related to programs, financial activity, budgets, staff and assigned duties; establish and maintain filing systems; review, revise, verify and proofread a variety of documents; renew permits, certificates, contracts and licenses as required; prepare and process mileage reimbursements, travel and conference claims, timesheets, professional expert agreements, personnel action forms, applications, cash collection vouchers, pay vouchers, and lease agreements as assigned.

Input a variety of data into an assigned computer system; establish and maintain automated records and files; initiate queries and generate various computerized lists and reports as requested; ensure accuracy of input and output data; maintain and update an assigned website as assigned; upload relevant content in accordance with established guidelines.

Compose, independently or from oral instructions, note or rough draft, a variety of materials such as inter-office communications, forms, letters, memoranda, bulletins, agenda items, labels, fliers, requisitions, handbooks, newsletters, brochures, certificates and other materials; format materials to meet program and office needs.

Research, compile and verify a variety of data and information; compute statistical information for various reports as necessary; process a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed; define database parameters as required.

Distribute, collect, process and evaluate a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed; assist with the preparation, processing and maintenance of grant information, records and related materials as assigned.

Coordinate, schedule and attend a variety of meetings; prepare and send out notices of meetings; compile and prepare agenda items and other required information for meetings, workshops, and other events; set up equipment and supplies for meetings and other events as needed; take, transcribe and distribute minutes as directed.

Monitor inventory levels of office and designated supplies; order, receive, and maintain appropriate levels of inventory as required; prepare, process, and code purchase orders and invoices as assigned; arrange for billings and payments as directed.

Receive, sort and distribute mail; prepare and distribute informational packets and bulk mailings as directed.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- ▶ Department or program organization, operations, policies and objectives.
- ▶ Methods, procedures, and terminology used in clerical accounting work.
- ▶ Methods of collecting and organizing data and information.
- ▶ Business letter and report writing, editing, and proofreading.
- ▶ Data control procedures and data entry operations.
- ▶ Modern office practices, procedures and equipment.
- ▶ General terminology, practices and procedures of assigned office.
- ▶ Record-keeping and filing techniques.
- ▶ Interpersonal skills using tact, patience and courtesy.
- ▶ Oral and written communication skills.
- ▶ Telephone techniques and etiquette.
- ▶ Correct English usage, grammar, spelling, punctuation and vocabulary.
- ▶ Principles and practices of data processing.
- ▶ Operation of a computer and assigned software.
- ▶ Mathematic calculations.

ABILITY TO:

- ▶ Perform a variety of elevated clerical and secretarial duties to relieve the assigned administrator of clerical detail.
- ▶ Plan, coordinate, and organize office activities and coordinate flow of communications and information for the assigned administrator.
- ▶ Ensure smooth and efficient office operations.
- ▶ Compose correspondence and written materials independently or from oral instructions.
- ▶ Compile and verify data and prepare reports.
- ▶ Assemble, organize, and prepare data for records and reports.
- ▶ Complete work with many interruptions.
- ▶ Answer telephones and greet the public courteously.
- ▶ Type or input data at an acceptable rate of speed.
- ▶ Make arithmetic calculations quickly and accurately.
- ▶ Communicate effectively both orally and in writing.
- ▶ Understand and follow oral and written instructions.
- ▶ Establish and maintain effective working and cooperative relationships with others.
- ▶ Prepare and maintain a variety of reports, records, and files.
- ▶ Operate standard office equipment including a computer and assigned software.
- ▶ Meet established schedules and time lines

EDUCATION AND EXPERIENCE:

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

OTHER REQUIREMENTS:

- ▶ Department of Justice fingerprint clearance.
- ▶ TB clearance.

WORKING CONDITIONS:

ENVIRONMENT:

- ▶ Office environment.
- ▶ Constant interruptions.

PHYSICAL DEMANDS:

- ▶ Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- ▶ Seeing to read, prepare and ensure the accuracy of a variety of materials.
- ▶ Hearing and speaking to exchange information in person or on the telephone.
- ▶ Sitting or standing for extended periods of time.
- ▶ Bending, crouching, kneeling and stooping to reach materials.
- ▶ Reaching overhead and horizontally to retrieve and store files and supplies.