



IRVINE UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE ASSISTANT II

DEFINITION:

Under the supervision of the Executive Director, performs a variety of specialized secretarial and clerical work to relieve the assigned administrator of a wide variety of routine administrative and office duties and to provide support to an assigned department or program office; plans, coordinates and organizes office activities and coordinate flow of communications and information for the administrator; prepares and maintains a variety of manual and automated records and reports related to assigned activities.

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant II classification provides primary and complex secretarial support to an Executive Director. Incumbents require thorough knowledge of organizational operations, policies and procedures and assigned department or programs. The Administrative Assistant I classification provides primary support to a Coordinator or Director of a program or secondary support to higher-level administrators. The classification performs varied and responsible administrative assistant duties requiring thorough understanding of a program or functional area.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provides clerical support to an assigned Executive Director and related office; organizes and expedites the flow of work through a District office responsible for a large program.
- Performs specialized secretarial duties designed to relieve an administrator of clerical and administrative support detail; coordinates department-related communications as assigned.
- Performs a variety of skilled clerical and secretarial work, including typing, proofreading, filing, checking and recording information.
- Establishes and maintains record systems and files; updates and maintains complex records and reports related to assigned program and activities including those of a confidential nature; prepares Board reports and agenda items as assigned by the position.
- Generates and modifies various documents as assigned; compiles reports, handbooks and special projects from a variety of sources; initiates queries and generates various computerized lists and reports as requested.
- Inputs a variety of program-related data into an assigned computer system; assures accuracy of input and output data; inputs and updates employee and student information as assigned.
- Updates and maintains assigned calendars; arranges and schedules meetings, appointments and interviews; assists with arranging and scheduling special events, professional development events and other program-related events as assigned by the position.
- Assists Executive Director with meeting preparation; sends invitations, prepares agendas, makes copies of handouts and materials, reserves and sets up conference and meeting rooms accordingly; arranges for meeting refreshments; attends assigned meetings and takes meeting notes; distributes meeting notes to appropriate parties.
- Performs a variety of clerical accounting duties in support of assigned program or office as assigned; tracks assigned budgets according to established procedures; performs budget transfers as assigned; prepares deposits as assigned and according to established procedures.
- Submits purchase orders, work orders, warehouse orders, personnel requisitions, facility requests, travel requests, consultant paperwork and requests for reimbursements as assigned; processes stipends for assigned personnel according to established procedures as assigned; receives and processes applications and paperwork related to assigned department and program.
- Tracks absences for department personnel as assigned; arranges for substitutes as needed and performs related duties; inputs employee attendance information in an assigned system.
- Screens calls and visitors and screens incoming correspondence routed to the assigned administrator for priority and background information. Answers the 5000 general line, answers general inquiries and forwards calls accordingly.
- Independently composes correspondence, answers inquiries and provides technical information related to assigned program, policies and procedures.

- Provides documents to official agencies according to established procedures.
- Assists with coordinating the work of other staff members to assure timely completion of work and to assure that records are complete and accurate; provides training to assigned office personnel as assigned by the position.
- Communicates various personnel, departments, outside agencies and community members to exchange information, coordinate activities and resolve issues or concerns; receives and responds to phone calls.
- Operates a variety of office equipment including a copier, fax machine, computer and assigned software.
- Monitors inventory levels of office and designated supplies as assigned; orders, receives and maintains appropriate levels of inventory as required.
- Assists with special projects and tasks related to assigned department and program.

QUALIFICATIONS GUIDE**Knowledge of:**

- Department or program organization, operations, policies and objectives.
- Telephone techniques and etiquette.
- Methods, procedures and terminology used in clerical accounting work.
- Modern office practices, procedures and equipment.
- Correct English usage, spelling, grammar and punctuation.
- Current office organization, procedures and practices.
- Data control procedures and data entry operations.
- Business letter writing and basic report preparation.
- Principles and procedures of record keeping.
- Receptionist and telephone techniques.
- Interpersonal skills using tact, patience and courtesy.
- Methods of collecting and organizing data and information.
- Arithmetic calculations.

Ability to:

- Perform varied and responsible secretarial and administrative assistant duties to relieve the Director of administrative and clerical detail.
- Plan, coordinate and organize office activities and coordinate flow of communications and information for the administrator.
- Learn organizational operations, policies and objectives.
- Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Maintain a variety of records, logs and files.
- Operate standard office equipment including a computer and assigned software.
- Analyze situations accurately and make decisions in procedural matters without immediate supervision.
- Understand and carry out oral and written instructions.
- Perform a variety of clerical accounting duties in support of assigned department or program.
- Establish and maintain cooperative and effective working relationships with others.
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- Meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Complete work with many interruptions.
- Perform arithmetic calculations quickly and accurately.
- Type at a net corrected speed of 50 words per minute.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level course work in a related field and three years of increasingly responsible administrative or clerical support experience.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Sitting for extended periods of time.**
- **Dexterity of hands and fingers to operate a computer keyboard.**
- **Hearing and speaking to exchange information in person or on the telephone.**
- **Reaching overhead, horizontally and above shoulders to reach files and materials.**
- **Bending the waist, kneeling or crouching to file and retrieve materials.**
- **Lifting, carrying, pushing and pulling light objects up to 10 pounds.**
- **Seeing to read a variety of materials.**

WORK ENVIRONMENT:

Indoor and office environment. Constant interruptions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

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