

## **SAN MATEO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: ADMINISTRATIVE ASSISTANT II**

#### **BASIC FUNCTION:**

Under the direction of an assigned Director, perform varied and responsible secretarial and administrative assistant duties to relieve the Director of administrative and clerical detail; plan, coordinate and organize program activities and coordinate flow of communications and information for the administrator; prepare and maintain a variety of manual and automated records and reports related to assigned activities.

#### **DISTINGUISHING CHARACTERISTICS:**

The Administrative Assistant II classification performs varied and responsible administrative duties requiring thorough understanding of a program or functional area. Incumbents provide primary administrative support to a Director.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform varied and responsible secretarial and administrative assistant duties to relieve the Director of administrative and clerical detail; plan, coordinate and organize program activities and coordinate flow of communications and information; assure smooth and efficient program operations.

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

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 Director as needed; provide technical information and assistance related to program or organizational operations and related 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 or grants, attendance, staff, projects and assigned duties; establish and maintain filing systems; revise, verify, proofread and edit a variety of documents.

Input a variety of data into an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets, manipulate data and generate various computerized lists and reports as requested; assure accuracy of input and output data.

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, contracts 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.

Coordinate, schedule and attend a variety of meetings, work shops and special events; prepare and send out notices of meetings; compile and prepare agenda items and other required information for meetings, workshops and other events; take, transcribe and distribute minutes as directed.

Perform a variety of clerical accounting duties in support of assigned program or office as assigned; assist in assuring expenditures to do not exceed established budget limitations as assigned; calculate, prepare and revise accounting and budgetary data.

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

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

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.

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

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.

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.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Department or program organization, operations, policies and objectives.
- Policies and objectives of assigned programs and activities.
- Terminology, practices and procedures of assigned office.
- Record-keeping and filing techniques.
- Business letter and report writing, editing and proofreading.
- Telephone techniques and etiquette.
- Methods, procedures and terminology used in clerical accounting work.
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Data control procedures and data entry operations.
- 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 varied and responsible secretarial and administrative assistant duties to relieve the Director of administrative and clerical detail.
- Plan, coordinate and organize program activities and coordinate flow of communications and information for the administrator.
- Assure smooth and efficient office operations.
- Learn organizational operations, policies and objectives.
- Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Compose correspondence and written materials independently or from oral instructions.
- Perform a variety of clerical accounting duties in support of assigned department or program.
- Answer telephones and greet the public courteously.
- Complete work with many interruptions.
- 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 and effective working relationships with others.
- Meet schedules and time lines.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Add, subtract, multiply and divide with speed and accuracy.

**EDUCATION AND EXPERIENCE:**

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**WORKING CONDITIONS:**

**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.