

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: SCHOOL ADMINISTRATIVE ASSISTANT II

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform varied and responsible secretarial and administrative assistant duties to assure smooth and efficient school office operations and relieve the administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications for the administrator.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

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

Serve as secretary to the school administrator, perform public relations and 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; maintain a calendar for the administrator as assigned.

Receive visitors, including administrators, staff, parents 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 information and assistance related to school operations, policies and procedures.

Input personnel attendance, payroll and other information into assigned computer systems; arrange for substitute or replacement personnel as assigned by the position; maintain accurate student data; generate a variety of mandated and requested computerized reports according to established time lines; assure accuracy of input and output data.

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

Prepare and maintain a variety of data, records and reports related to related to site, staff, payroll, Workers' Compensation and student activities; assure mandated reports are submitted to appropriate agency or personnel according to established time lines; research, compile and verify a variety of information; establish and maintain filing systems; duplicate and distribute materials as needed.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software; arrange for equipment repairs as needed.

January 18, 2006

San Mateo County Office of Education

Develop and implement office procedures to assure complete and timely operations; create office forms to facilitate work flow.

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

