

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.

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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.

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

Attend meetings as assigned; coordinate meetings and schedules.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

School office terminology, practices and procedures.

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

Policies and objectives of assigned school office and activities.

Applicable laws, codes, regulations, policies and procedures.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

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.

Mathematical computations.

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

Assure smooth and efficient office operations.

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

Learn County Office organization, operations, policies and objectives.

Work independently with little direction.

Assure efficient and timely completion of office and program projects and activities.

Compose correspondence and written materials independently or from oral instructions.

Type or input data at an acceptable rate of speed.

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.

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Operate a variety of office equipment including a computer and assigned software.
Complete work with many interruptions.
Plan and organize work.
Meet schedules and time lines.
Make arithmetical calculations with speed and accuracy.

EDUCATION AND EXPERIENCE:

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

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.