

ADMINISTRATIVE ASSISTANT II

Definition

Serves as administrative assistant to a principal of a middle school, elementary school, or a special education center; relieves supervisor of routine administrative tasks and ensures smooth and efficient operation of the assigned office; performs a variety of paraprofessional accounting duties required to maintain complex financial records; and performs related duties as required or assigned.

Typical Tasks (illustrative only)

Plans, initiates, and manages administrative office activities; serves as administrative assistant to principal and as office manager for the schools administrative office; performs complex and responsible duties for principal; appropriately handles principal's telephone calls and mail, personally responding to those that can be handled at the assistant level and forwarding the remaining calls or mail to principal with pertinent background material; when requested to do so, may sign principal's name to correspondence of a routine nature; reviews outgoing correspondence for format, spelling, punctuation, and grammar before submitting for principal's signature; resolves conflicts associated with the operation of the administrative office; uses computer software and related equipment to generate and produce confidential and general correspondence and other documents; attends meetings and conferences, taking official minutes; researches and develops material for use in official engagements; maintains control records on incoming correspondence and action documents and follows up on work in progress to ensure timely response or action; maintains principal's calendar; issues work permits (middle school); tabulates and prepares reports of statistical data; coordinates meetings and conferences, scheduling time and place, and notifying attendees; makes travel arrangements; and may transcribe information using various types of equipment.

In a school: In addition to the above, when assigned to an elementary school or special education center, performs all finance and accounting tasks: enters financial data and records of transactions into a local school computerized accounting system in accordance with proper procedures; maintains accounts involving various and complex entries; analyzes and interprets complex rules and procedures; codes and classifies transactions involving distribution of expenditures among many classes of accounts; compiles, retrieves, and reconciles monthly, quarterly, semiannual, and annual totals, reports, and financial statements; may be assigned to order major supplies, equipment, or textbooks using division-wide computer systems to process and monitor transactions; properly handles all cash receipts/bank deposits, processes bills, fees, and other payments in a timely manner; informs principal of fund balances and requests for expenditures, carries out all accounting functions for a special fund or activity; and utilizes computer and related equipment to carry out responsibilities.

Supervision Received/Given

Receives limited supervision from the principal. As office manager, assigns duties, reviews completed work for accuracy and completeness, and provides guidance and assistance to full-, part-time, and hourly graded employees, as required.

Education/Experience/Skills

Any combination of education and experience equivalent to high school graduation; plus four years of progressively more responsible experience, two of which shall have been in the administrative or office assistant class assigned to a school main office or as the primary backup for a principal's administrative assistant. Can demonstrate knowledge of procedures, practices, and operations of public school setting to which assigned; skill in business English, grammar, spelling, and punctuation; and ability to operate computers, word processing and other software, and peripheral office equipment. **In addition, positions assigned to an elementary school or special education center must have completed an accounting course or had equivalent financially related work experience.**



Revised: March 2009