

ROCKLIN UNIFIED SCHOOL DISTRICT

JOB TITLE: Administrative Assistant II

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To assist assigned administrator by planning, coordinating, and participating in the support activities related to the assigned responsibilities of District administration. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class requires discretion, initiative and sound judgment. Accuracy and attention to detail in maintenance, processing and updating of records and files are required.

SUPERVISOR: Assigned Administrator

TYPICAL DUTIES:

- Performs a variety of complex and responsible clerical/secretarial duties for assigned administrator including routine administrative functions not requiring his/her immediate attention
- Establishes and maintains a variety of computerized data collection systems and other records/filing systems assuring confidentiality of designated files
- Types a variety of materials including reports, memos, correspondence, forms, newsletters, etc. from rough draft or minimal verbal instructions
- Maintains an accurate calendar of events, due dates, and schedules that relate to assigned department
- Maintain and destroy files according to guidelines
- Establishes agendas, set up meetings, take minutes, type and distribute minutes
- Maintains and updates records for assigned department
- Orders materials, supplies, forms, etc. upon approval of administrator
- Performs other related duties as required

EMPLOYMENT STANDARDS:

Knowledge of:

Proper office methods and practices, including filing systems, business correspondence, receptionist techniques, report writing, and telephone techniques

Proper English usage, grammar, spelling, vocabulary, and punctuation

Relevant State and Federal laws, regulations and procedures

Ability to:

Establish and maintain accurate filing and record keeping systems including computer data files.

Operate standard office equipment including a computer, printer, typewriter, copier, and

calculator

Effectively utilize computer and computer technology for information management and data gathering

Learn, interpret, and successfully apply assigned unit's policies, procedures, rules, and regulations

Type accurately at a rate of 55 words a minute from clear copy

Maintain the security and confidentiality of specified records and information

Apply good judgment in recognizing the scope of authority as delegated

Gather, compile, and organize information and prepare assigned reports

Communicate tactfully and effectively in both oral and written forms

Plan, organize, and prioritize assigned workload and meet established timelines

Establish and maintain effective work relationships with those contacted in the performance of required duties

EDUCATION:

Combination of education and training equivalent to two years of college

EXPERIENCE:

Three years of previous experience in administrative and office support work

SPECIAL LICENSE:

Valid California Driver's License

REQUIRED TEST:

Must pass appropriate clerical skills test for this position with a grade of 80 percent or better

DESCRIPTION OF PHYSICAL REQUIREMENTS:

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has

been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

The Rocklin Unified School District
Maintains a tobacco-free, drug-free environment

Adopted: 06/20/01