

STANISLAUS COUNTY OFFICE OF EDUCATION

ADMINISTRATIVE ASSISTANT II

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CLASS TITLE: Administrative Assistant II

BASIC FUNCTION:

Under the direction of an assigned Director II or a Classified Director, perform a variety of secretarial support functions of a complex nature in a department of a County Office-wide program or function; assist the Director with various budget planning, preparation and monitoring activities.

REPRESENTATIVE DUTIES:

Serve as secretary to a Director II or Classified Director of a program or function assisting in the overall coordination of functions headed by the Director; perform a variety of clerical and technical tasks and serve as liaison with other County Office staff and the public.

Communicate with a variety of County Office personnel, management, outside agencies and the public to exchange information, resolve issues or concerns and coordinate activities.

Maintain budget information for the assigned department; implement processes to assure proper balance of budgets as directed; participate in the preparation and monitoring of the budget; monitor and process contracts as assigned by the position.

Type a variety of material including those of a confidential nature; take notes and prepare minutes from meetings of a variety of committees and groups.

Compose, prepare and assemble materials such as routine correspondence and agenda items and research, collect and compile statistical, financial, or other diverse and specialized information; review and check documents for completeness, accuracy and conformance with applicable rules/regulations and procedural requirements.

Coordinate and schedule appointments, arrange meetings and make travel arrangements; attend meetings as assigned; screen visitors and phone calls.

Serve as a resource person for other County Office secretarial and clerical staff.

Maintain office equipment in proper working condition and arrange for repairs or supplies as needed.

Provide information where judgment, knowledge and interpretation of policies and regulations are necessary; establish and maintain files containing information directly related to various State agencies as assigned.

Receive mail and identify and refer matters in order of priority to appropriate personnel.

Perform related duties as assigned.

KNOWLEDGE OF:

Operations, procedures, specific rules and precedents of assigned program or office.

Modern office practices, procedures and equipment.

Letter and report preparation techniques.

Data management, storage and retrieval systems.

Receptionist and telephone techniques and etiquette.

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

Operation of office machines including computer equipment and assigned software.

Interpersonal skills including tact, patience and courtesy.

ABILITY TO:

Perform responsible clerical and secretarial work independently and effectively.

Compose correspondence and other narrative material.

Assemble and compile data/information and prepare reports.

Maintain complex files and records.

Understand, interpret and explain a variety of policies, procedures and technical written material and information.

Operate a variety of office equipment including a computer, typewriter, and dictation equipment.

Operate a computer to enter data, maintain records and generate reports.

Make arithmetical calculations with or without a calculator.

Understand and follow oral and written directions within normal scope of authority.

Work independently with little direction.

Prioritize to meet schedules and timelines.

Be flexible and receptive to change.

Use currently adopted SCOE software related to this assignment.

Keyboard, format and produce a variety of documents related to the basic function of the assigned classification.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of increasingly responsible secretarial experience. College-level course work in business office management, secretarial science or related field is desirable.

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

Seeing to read a variety of materials.

Hearing and speaking to exchange information in person and on the telephone.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to file materials.

APPROVAL DATE:

July 7, 2000

Revised June 22, 2006

FTE: 1.0

UNIT: CSEA

SALARY: Range 9

WORKDAYS: 261