



**HEMET UNIFIED SCHOOL DISTRICT**  
1791 W. Acacia Ave. – Hemet, CA 92545-3637 - (951) 765-510

**ADMINISTRATIVE ASSISTANT II**  
**(Business Services)**

**JOB SUMMARY**

Under general direction, to perform complex and responsible secretarial and clerical functions; to relieve the Assistant Superintendent Business Services of clerical and administrative detail by coordinating, organizing, leading, and participating in the various operational aspects of the administrator's assignment; and to do other related work as required.

**ESSENTIAL FUNCTIONS**

- Serve as a personal secretary dealing with a variety of sensitive and privileged matters;
- Act as a receptionist to the administrator, including the answering of routine inquiries and correspondence, maintaining an action calendar, scheduling appointments, conferences and meetings, and a variety of other operational details;
- Interpret policies, regulations, and operational procedures to those persons contacting the administrator's office either by telephone or through personal visitations;
- Evaluate communication priorities, relay information from administrator, and keep him/her informed;
- Screen and distribute mail, identify and refer materials to the administrator in order of priorities;
- Take and transcribe correspondence, memoranda, reports and other communicative documents that include technical terminology requiring a familiarity and legal mandates, policies, regulations, and operational procedures affecting the administrator's functional responsibilities;
- Plan, organize and coordinate the preparation of the materials and documents for Board Agendas, meetings and conferences;
- Utilize modern office equipment, including computer terminals and related application software;
- Gather data and information and assume responsibility for replying to various requests, inquiries and questionnaires, research assigned topics and prepare required reports;
- Learn and apply specialized and technical procedures, such as in preparing contracts, applications to State and Federal agencies, confidential employee relations matters and departmental reports;
- Maintain a variety of complex interrelated records and files, some of which are designated as confidential;
- May take and transcribe dictation for letters, minutes for staff conferences, and legal, personnel and business matters;
- Compose and type letters, memoranda, reports, agenda materials, and statistical materials with speed and accuracy;
- May serve as secretary to a variety of committees;
- Review and check documents, records and forms for accuracy;
- May train, orient, supervise and coordinate the work of subordinate office clerical employees;
- Make travel and conference reservations and arrangements;
- May, when requested, attend meetings of the Board of Education;
- Interact and work effectively with the public, outside agencies and departments

**EMPLOYMENT STANDARDS**

**KNOWLEDGE OF**

- Modern office practices, procedures, machines and equipment and modern data management, storage, and retrieval systems;
- Basic organization and operation of a public school district, administrative offices and public and staff relations;
- Principles of proper letter composition, correspondence and report writing;
- Correct English usage, spelling, grammar and punctuation;
- Principles of supervision and training of personnel;
- Methods used in financial and statistical recordkeeping.

**ABILITY TO**

- Perform and coordinate difficult office routines, and secretarial and clerical work involving independent judgment, initiative and procedural accuracy;
- Compile data and information and prepare comprehensive reports;
- Interpret and apply District and departmental policies, rules and regulations;
- Compose correspondence independently and on own initiative;
- Work with minimal supervision;
- Organize tasks, set priorities, maintain work pace;
- Respond appropriately to directions and changes in working assignments;
- Perform repetitive tasks;
- Acquire technical and procedural information and terminology quickly;
- Analyze situations correctly and adopt an effective course of action;
- Operate word processing equipment and programs;
- Operate keyboard at a rate of 60 net words per minute from clear, legible copy;
- Take dictation at a rate of no less than 80 words per minute and transcribe accurately is preferable;
- Understand and carry out oral and written directions;
- Establish and maintain an effective working relationship with those contacted in the course of work.

**ADMINISTRATIVE ASSISTANT II**  
Business Services (Continued)

**EDUCATION**

High school diploma or general education (GED) and possession of the knowledge and abilities listed above.

**EXPERIENCE**

Four (4) years of highly responsible secretarial experience, preferably in an educational organization for an Assistant or Deputy Superintendent.

**REQUIRED LICENSES AND/OR CERTIFICATES**

- Must receive Notary Public Certification within six (6) months of employment;
- If required to operate a vehicle in the performance of duties, operator must possess an appropriate California Drivers' License and maintain possession of such license during the course of employment;
- Have an acceptable driving record;
- Must be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment.

**PHYSICAL DEMAND AND WORKING CONDITIONS**

The requirements indicated below are example of the aspects that this position classification must perform in carrying out the essential functions of the job.

**Physical Demands**

Sitting (continuously); stand, walk, bend, stoop, push, pull (occasionally); possible stairs; repetitive hand activities with close reach, such as keyboard, mouse, handwriting and file management (continuously); lift / carry supplies, up to 10 pounds (occasionally); use seeing, hearing and speaking.

**Working Conditions**

Indoor office setting; exposure to usual office sounds, dust and (possible) odors of perfume or room deodorizers.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EMPLOYMENT STATUS**

A Confidential position.