



**HEMET UNIFIED SCHOOL DISTRICT**  
1791 W. Acacia Avenue – Hemet, CA 92545-3637 - (951) 765-5100

**ADMINISTRATIVE ASSISTANT II**  
**(Human Resources)**

**JOB SUMMARY**

Under general direction for the office of the Deputy Superintendent, Human Resources; responsible for a variety of specialized, quasi-administrative, and policy-related procedures; and to do other related work as may be required in the Human Resources Office.

**DISTINGUISHING CHARACTERISTICS:** Positions allocated to this class serve as confidential secretary to a Deputy or Assistant Superintendent. An incumbent must possess a broad understanding and knowledge of the policies and procedures of the office to which assigned, and be able to apply such knowledge in the performance of their assigned duties and to relate this information to the public and District staff. It is understood that incumbents in this class possess comparable levels of secretarial skill that will permit them to serve effectively in any one of the offices of a Deputy or Assistant Superintendent, once familiarity with the specialized duties and the policy and procedures implications of a given office have been learned. The examples of duties are similar to other Administrative Assistant positions. The area specifying Special Duties detail the duties that are unique to the Human Resources Division

**EXAMPLES OF DUTIES:**

- Schedule negotiation meetings, take dictation, type and maintain negotiation minutes for certificated bargaining unit;
- Contact colleges and universities for on-campus recruiting dates, and make arrangements for transportation and accommodations;
- Receive, check and prepare or direct preparation of job postings;
- Gather information and prepare responses to numerous salary, position and other personnel information requests; and perform other duties as assigned.
- Receives and handles heavy telephone and personal contacts from schools, staff, other agencies, and the public where general judgment, knowledge and interpretation of policies and regulations are necessary;
- 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;
- Perform secretarial duties for the administrator by arranging appointments and maintaining appointment calendar of activities;
- Assemble and prepare materials for Board Agendas, meetings and conferences;
- 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, employee negotiations, and legal and personnel 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 evaluate subordinate office clerical employees;
- Make travel and conference reservations and arrangements; and may, when requested, attend meetings of the Board of Education.

**EMPLOYMENT STANDARDS**

**KNOWLEDGE OF:**

- Modern office practices, procedures, machines and equipment, recordkeeping and filing 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.

**ADMINISTRATIVE ASSISTANT II**  
**Human Resources (Continued)**

**ABILITY TO:**

- Perform and coordinate difficult office routines, and secretarial and clerical work involving independent judgment, initiative and procedural accuracy;
- Type accurately at a rate of **60 net words per minute**;
- Proficient operation of word processing equipment and/or computer terminals, or ability to learn quickly.
- Be familiar with established goals and objectives of the department and work to ensure their fulfillment;
- Interpret and apply District and departmental policies, rules and regulations;
- Compose correspondence independently and on own initiative;
- Acquire technical and procedural information and terminology quickly;
- Analyze situations correctly and adopt an effective course of action;
- Understand and carry out oral and written directions;
- Establish and maintain an effective working relationship with those contacted in the course of work and fellow employees.

**EDUCATION**

Any combination of education and experience equivalent to graduation from high school, including or supplemented by business school or college level course work and training equivalent to twenty-four (24) hours of credit, and four (4) years of demonstrated experience to perform duties listed above;

**EXPERIENCE**

Four (4) years of current increasingly responsible secretarial experience is preferred for an Assistant or Deputy Superintendent. Additional secretarial experience may be substituted for the post high school training and/or course work requirement on a year-for-year basis; an AA or BA Degree preferred.

**REQUIRED LICENSES and/or CERTIFICATES:**

If required to drive 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; and must be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

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

**Physical demands**

Physical work may involve lifting and carrying objects up to 25 pounds, with pushing and pulling of objects weighing up to 50 pounds; Very frequent use of reaching/handling/fingering abilities, talking/hearing with other personnel and the general public via telephone and in person, and vision to see computer screens, reports, files, etc.; and Ability to bend, stoop and grasp.

**Working Conditions**

Indoor office setting; Exposure to: inside/outside temperature swings and normal noise of office equipment and activities.

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

**EMPLOYMENT STATUS:** Confidential Position.

