



HEMET UNIFIED SCHOOL DISTRICT

1791 W. Acacia Ave., – Hemet, CA 92545-3637 - (951) 765-5100

ADMINISTRATIVE ASSISTANT II (Special Education)

JOB SUMMARY

Under general direction, to perform complex and responsible secretarial and clerical functions; to relieve the Director Special Education of clerical and administrative detail by coordinating, organizing, leading, and participating in the various operational aspects of the director'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 director, 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 director's office either by telephone or through personal visitations;
- Evaluate communication priorities, relay information from director, and keep him/her informed;
- Screen and distribute mail, identify and refer materials to the director 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 director'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;

ADMINISTRATIVE ASSISTANT II
Special Education (continued)

ABILITY TO: (Continued)

- 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.

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. 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 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.