



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

**ADMINISTRATIVE ASSISTANT II**  
**(Student Services)**

**JOB SUMMARY**

Under general direction, to perform complex and responsible secretarial and clerical functions; to relieve the Assistant Superintendent of Student 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.

**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 Student Services Division.

**EXAMPLES OF DUTIES:**

- 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

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

**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;
- Type accurately at a rate of **45 net words per minute**;
- Understand and carry out oral and written directions;
- Establish and maintain an effective working relationship with those contacted in the course of work.

**EDUCATION**

Education equivalent to graduation from High School, supplemented by a minimum of twenty four (24) units of college level business coursework. AA or BA degree preferred.

**EXPERIENCE**

Four (4) years of highly responsible secretarial experience, preferably in an educational organization for an Assistant or Deputy Superintendent. An additional year of highly responsible secretarial experience may be substituted for the post high school college level business coursework requirement.

**REQUIRED LICENSES AND/OR CERTIFICATES**

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.