

Carson City School District Job Description: Administrative Assistant II

Job Title: Administrative Assistant II

Related Categories: Office Manager

Location: School Site or Department

Reports To: Principal, Supervisor, or Designee

FLSA Status: Non-exempt

Prepared By: Associate Superintendent of Human Resources

Prepared Date: 12-23-2019

General Job Description:

Under general supervision, to plan, organize, supervise and participate fully in the operation of a school or administrative office; members of this class serve as the Distributive Accountability Center (DAC) Manager for the school; to provide responsible secretarial and clerical support to administrative and professional staff; to provide excellent customer service, and to perform related work as required. Bilingual preferred.

Experience or training required:

Knowledge of: Modern office methods and practices, including letter and report writing, keyboarding, receptionist and business telephone techniques and filing systems; student information systems; standard word processing techniques; correct English usage, grammar, spelling and punctuation; manual and automated record keeping; basic mathematics; basic first aid; basic principles of supervision and training; public relations techniques.

Ability to: Plan, organize, schedule, and supervise/evaluate the Administrative Assistant I to meet established standards of quality and timeliness; learn and interpret specific rules, regulations, laws and policies and to apply them with good judgment in a variety of situations without immediate supervision; meet the public tactfully and courteously in situations requiring diplomacy, friendliness and firmness; understand the needs of children and to possess a genuine liking for children; assume responsibility and use good judgment in recognizing the scope of delegated authority; determine and retain privileged communications; maintain confidentiality of privileged or sensitive information; operate a computer terminal or microcomputer; take dictation and transcribe it accurately (may be required); proofread and detect errors; perform responsible clerical work with accuracy and speed; compile and maintain accurate records and files; compose routine correspondence independently; make mathematical calculations quickly and accurately; keyboard at a corrected speed of 50 wpm; operate a vehicle observing legal and defensive driving practices; understand and carry out oral and written instructions; establish and maintain effective proactive relationships with those contacted in the course of work.

Any combination of training, education, and experience, which demonstrates an ability to perform the duties of the position: Graduation from high school or the equivalent. A typical qualifying entrance background is completion of formal or informal training in business English, record keeping, data entry, keyboarding, or a closely related field; and experience performing managerial and responsible secretarial duties, including clerical staff supervision and report preparation duties; or experience at or equivalent to experience as an Administrative Assistant I in the Carson City School District, wherein the incumbent has acquired the knowledge and abilities listed above.

Licenses or Certificates required:

Possession of a high school diploma or equivalent certificate, a valid driver's license issued by the state of residence, and an original Social Security Card.

The Job Functions:

Incumbents in this class are responsible for planning, scheduling, and supervising the Administrative Assistant I to meet work quality standards and reporting deadlines. The Administrative Assistant II serves

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as the Distributive Accountability Center (DAC) Manager for the School, which includes the purchase order process, and the completion and submission of accurate time sheets. Clerical staff assigned to the office are given regular ongoing specific areas of responsibility; however, assignments may be modified by the Administrative Assistant II to help secure substitute personnel for absences; keep accurate accounting of personnel leave; maintain confidentiality with personnel matters; to complete special assignments, to relieve backlogged work and to assign new tasks added to the work of the unit. Once trained, staff requires minimal day-to-day supervision, permitting the Administrative Assistant II to maintain a regular workload and to serve the secretarial needs of the unit. Positions in this class have considerable independence in selecting work methods from a variety of standard methods or procedures. Instructions given by the supervisor generally do not provide all of the information needed to complete the assignment. Incumbents are expected to resolve most problems confronted through the application of judgment and precedent, referring only those which involve solutions which are inconsistent with departmental procedures and policies to the supervisor.

Essential Job Functions:

Plans, organizes and schedules the work of a school or administrative office; assigns, trains, reviews, and supervises the work of the Administrative Assistant I; serves as secretary to administrative and professional staff of the unit; relieves administrator of routine administrative details; may serve as a member of the Emergency Response Team (ERT); compiles preliminary budget planning data for unit and assists administration in formulating and preparing budget requests; sets up and maintains master schedules and calendar; schedules appointments and meetings; reviews calendar daily to prepare for meetings and appointments; independently composes letters and memoranda for review and approval; analyzes reporting requirements and establishes manual and automated record keeping systems to generate necessary data; compiles a wide variety of statistics and reports; provides authoritative information on policies, procedures and programs to staff, parents and the public; maintains records of budgetary expenditures of the unit; maintains records of staff absences and collects, compiles, checks and inputs into the computer payroll reporting documents; prepares purchase orders, researching sources of supply and prices; receives opens, date stamps and distributes mail, independently responding to inquiries which do not require the attention of the administrator; answers the telephone, takes messages, transfers calls schedules appointments and independently responds to the request of callers; arranges for facility and equipment maintenance through District services and maintenance contracts; enrolls and withdraws students; writes for permanent records and transfers records to other schools; provides for the security and confidentiality of student records; posts student enrollment and attendance data to student database, and compiles and calculates school ADA report for each attendance reporting period; orients students and substitutes to the school site; inputs varied student and administrative related data to computer; formats and manipulates data to generate a variety of District and state reports; maintains and compiles school data for student enrollment and attendance reporting; collects and accounts for monies; keyboards correspondence, purchase orders, handbooks, forms, evaluations, cards, lists, form letters, reports, newsletters and other finished products, exercising considerable initiative in editing and formatting; screens and checks information submitted by staff and parents for completeness and accuracy; records data on permanent student records; reconciles budgetary records with District reports; takes dictation of correspondence and reports; operates typewriter, word processor, computer terminal, microcomputer, photocopier, calculator and other office equipment; makes deliveries to District and other local offices; maintains the confidentiality of privileged information; and performs related work as required. Although the primary responsibility for all staff support rests on the Administrative Assistant II, during peak periods of the school year, the Administrative Assistant II will share duties with the Administrative Assistant I as the site administrator and Administrative Assistant II see fit. Must be able to collaborate with other staff members, parents/guardians, and community partners in a positive, friendly and approachable manner; and perform related work as required.

Physical Demands and Working Conditions:

Strength: Exert force up to 25 lbs., occasionally, 10-15 lbs., constantly or a negligible amount of force

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frequently to lift, carry, push, pull or move objects. Frequent reaching, handling, repetitive fine motor activities, talking and hearing. Vision: Frequent near acuity and occasional far acuity. Mobility to work in typical office setting and use standard office equipment. Vision to read printed materials, computer/device screens or other monitoring devices. Hearing and speech to communicate in person or over the telephone and related technology.

Environmental Conditions:

Climate controlled school setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods. Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and office equipment and machinery (as related to specific assignment).

Salary Range:	Refer to current CESA Salary Schedule (Plus employer paid benefits and retirement)
Job Category:	Specific Duties and Supplemental Modifiers:
Office Manager:	Positions in this category are established principally to serve the front office of an elementary school along with supervision of the Administrative Assistant 1.
Supervision – (2-5 Staff)	<u>Supplemental Modifier: 5% added to hourly rate.</u>
Supervision – (6+ Staff)	<u>Supplemental Modifier: 7% added to hourly rate.</u>
DAC Manager/ Bookkeeper	<u>Supplemental Modifier: 10% added to hourly rate.</u>

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When applying for a position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Notice of Non-Discrimination: The Carson City School District does not discriminate against any person on the basis of race, color, national origin, sex, disability, age, or on any other basis protected by state or federal law, and it provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the District’s non-discrimination policies: Title IX and 504 Coordinator, 1402 W. King Street, Carson City, NV 89703, (775) 283-2130.