

# MONTEREY COUNTY OFFICE OF EDUCATION

## ADMINISTRATIVE ASSISTANT II

**CLASSIFICATION:** Classified

**SALARY LEVEL:** 37.5

**WORK YEAR:**

### **DEFINITION:**

Under general supervision of the Director or Educational Services Administrator, the Administrative Assistant II performs a wide variety of advanced office, secretarial and administrative activities.

### **SUPERVISOR:**

Director  
Educational Services Administrator

### **POSITIONS SUPERVISED:**

None

### **QUALIFICATION REQUIREMENTS:**

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**MAJOR DUTIES AND RESPONSIBILITIES:** The following is a list of duties that is representative of the position that includes but is not limited to:

- Provides advanced secretarial support including but not limited to: Typing/word processing, copying, manipulating and maintaining computer data base information systems, maintaining filing systems, record keeping, and composing correspondence for a Director
- Assists the Director with matters concerning areas of responsibility
- Greets, informs and directs visitors, staff and students, in person or over the telephone with courtesy and diplomacy and ascertains nature of business and provides information related to area of assignment
- Coordinates the administrative procedural functions in an assigned program
- Ascertains nature of business and provides information related to area of assignment
- Provides information to other departments and the public
- Participates in the composition, compilation and distribution of reports as required
- Prepares Agendas for meetings
- Takes, transcribes and distributes minutes of meetings
- Operates standard office machines to include computer, scanner, copiers – including ability to maintain and troubleshoot minor problems.
- Maintains operation of an office during administrator's temporary absence
- Organizes, monitors and adjusts work station to accomplish high priority tasks in a timely manner

- Maintains calendars and appointment records for administrators and staff
- Makes meeting and travel arrangements
- Independently prepares reports and summaries for members of the administration
- Compiles and posts statistical data
- Establishes and maintains a system of files and records including department accounting and budget
- Assists in monitoring department budget
- Prepares purchase requisitions, processes and justifies invoices for payment Prepares payroll reports and maintains employee attendance records
- Prepares material for MCOE Board of Trustee meetings and agendas
- Carries out special tasks and projects as assigned by supervisor
- Complies with Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

**OTHER DUTIES:**

Performs other job-related duties as assigned

**PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone and business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead and climb; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**REQUIRED QUALIFICATIONS**

**Education and Experience:**

- Any combination of education equivalent to high school diploma
- Any combination of post-secondary education, experience and training equal to four (4) years of secretarial experience including no less than three (3) years of progressively responsible clerical, administrative, secretarial, and/or technical experience, which has provided the applicant with the required knowledge and abilities to successfully perform job duties.

**Knowledge of:**

- Modern office procedures and practices, including filing systems, reception and telephone techniques, letter and report writing techniques
- Computer application software that includes word processing, database and spreadsheets, and personal communication data devices
- Standard office practices, including filing systems, receptionist, telephone techniques, and arithmetic
- Business English usage, spelling, grammar, punctuation, and report and/or letter writing

**Skills and Abilities:**

- Performs secretarial work of advanced difficulty with accuracy and without close supervision
- Interact with and maintain cooperative relationships with those contacted in the course of work
- Demonstrate positive interpersonal skills using tact, patience and courtesy
- Prioritize and complete all work with minimum supervision and ensure accurate records and documents are completed and updated within required timetables
- Utilize and apply the technology of word processing, database, and spreadsheet applications
- Communicate in English, clearly and concisely, both orally and in writing
- Operate modern office equipment including but not limited to computer, scanner, copiers – including ability to maintain and troubleshoot minor problems.
- Perform mathematical calculations with speed and accuracy
- Plan, formulate and execute clerical procedures and directives, in accordance with assigned duties and office policies
- Handle information in a discreet and confidential manner
- Analyze situations accurately and adopt an effective course of action
- Exercise reasonable judgment in unusual circumstances
- Work both independently and function effectively within a team setting while demonstrating leadership qualities

### **Desirable Qualifications**

- Experience in a public education environment

### **Licenses and Certifications:**

- Possession of an appropriate, valid California driver's license with evidence of insurability

### **Available Stipends:**

- There is a 5% pay differential for bilingual and bi-literate proficiency in a second language, including Spanish, sign language, and Braille, as certified by MCOE

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