



**Orange County Department of Education
Human Resources Department
Classified Class Specification**

**Class Code: 5072
Date Adopted: 7/1/2024**

**FLSA Status: Nonexempt
Union Representation: Represented**

Administrative Assistant II

GENERAL PURPOSE

Under general supervision, performs a variety of moderately difficult clerical, office support, and records management duties in an OCDE program or department; provides administrative support to a program coordinator, administrator, and/or program specialist; assists with conference and travel planning; serves as a resource to OCDE administrators and others; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Administrative Assistant II's are responsible for independently performing office clerical and administrative support functions ranging in difficulty from routine to moderately difficult, requiring general knowledge of OCDE and program policies and procedures. Assigned work requires the use of independent judgment in selecting appropriate procedures and solving routine and non-routine problems based on knowledge gained through experience.

Administrative Assistant II is distinguished from Administrative Assistant III in that incumbents in the latter class provide more difficult, diverse, and/or specialized administrative support functions including the full range of event and logical planning for multiple, large-scale workshops, meetings, trainings, conferences, and special events. While Administrative Assistant II's perform similar types of duties, they are not of the same size, scope, and complexity, and are not performed with the same degree of independence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Operate a computer and standard business software and database applications, as well as those specialized to department operations; perform data entry and access, process, retrieve, review, update, and maintain assigned computer and database records; generate notices, forms, reports, lists, rosters, itineraries, training manuals, and other documents; and develop and maintain standard spreadsheets for a variety of purposes.
2. Collect, organize, compile, and/or review routine to moderately complex data and information from a variety of reports, surveys, logs, lists, and other materials submitted by school sites, consultants, vendors, and/or OCDE departments; and review, compare, and reconcile assigned data and information for accuracy, completeness, and compliance with OCDE and state requirements.

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3. Perform administrative support duties for assigned staff members; draft, type, complete, submit, and/or distribute memoranda, correspondence, consultant agreements, contracts, flyers, lists, manuals, agendas, logs, calendars, applications, reports, forms, and other documents; proofread, check, and verify materials' accuracy; ensure materials, reports, and documents for signature are accurate and complete; and distribute or submit pertinent documentation to appropriate sources.
 4. Open, screen, sort, process, and/or distribute incoming mail and other materials; send and receive faxes; prepare regular and bulk mailings; copy various documents and materials, including large duplication orders; and assemble packets of materials.
 5. Receive and respond to telephone calls and e-mail correspondence; greet and direct visitors; handle routine inquiries and complaints; provide information regarding OCDE and department/program policies and procedures to school administrators, parents, consultants, vendors, other OCDE departments and staff, and/or the public; and refer questions or complaints to appropriate staff member or department as necessary.
 6. Prepare, update, organize, and maintain a variety of specialized and confidential student, office, program, or department records and files; and locate, retrieve, duplicate, and/or distribute copies of reports, forms, records, and documents as requested.
 7. Process, enter, code, and/or track purchase requisitions, mileage reimbursement, personnel action notices, and other forms; review invoices for discrepancies; process bills for payment; and maintain and track budget expenditure information.

OTHER DUTIES

1. Maintain time and attendance records, review timesheets for accuracy, and transmit to payroll.
2. May attend a variety of meetings, training sessions, conferences, committees, workshops, and seminars at OCDE and off-site.
3. May coordinate and set up video conferences and meetings.
4. May take, transcribe, and distribute meeting minutes.
5. Conduct special projects as assigned.

QUALIFICATIONS

Knowledge of:

1. Office administrative practices and procedures, including filing and recordkeeping practices and procedures.
2. Principles and practices of sound business communication, including correct English usage, spelling, grammar, and punctuation.
3. OCDE organization, rules, policies, procedures, and operating practices related to areas of responsibility.
4. Uses and operations of a computer and standard business software, including word processing, spreadsheet, and graphics programs.
5. OCDE administrative policies, procedures, and approval processes applicable to payroll and timekeeping, budget, fiscal and purchasing, travel and training, contracts, maintenance of public records, and other administrative processes.

Ability and Skill to:

1. Operate standard office equipment and a computer using word processing, spreadsheet, and other standard business software; and type accurately.
2. Organize, set priorities, and exercise sound judgment within areas of responsibility.
3. Interpret, apply, and reach sound decisions in accordance with OCDE and program/department policies and procedures.
4. Organize and maintain office and specialized files.
5. Compose routine correspondence based on brief instructions.
6. Communicate clearly and effectively, orally and in writing
7. Understand and follow written and oral instructions.
8. Prepare clear, concise, and accurate memoranda, documents, records, and other written materials.
9. Deal with sensitive and difficult situations.
10. Establish and maintain effective working relationships with OCDE management, administrators, staff, students, parents, the public, and others encountered in the course of work.
11. Must demonstrate attendance sufficient to complete the duties of the position as required.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from high school or a high school equivalency test and at least two (2) years of office administrative or secretarial experience; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification perform deskwork for extended periods; read written and electronic materials; communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces. May move items weighing up to 25 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve administrative problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform detailed work; work on multiple, concurrent tasks often with frequent interruptions; work under deadlines and

meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees work under typical office conditions and the noise level is usually quiet.