



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

**Class Code: 5072
Date Adopted: July 1, 2008
Date Revised: May 4, 2016**

**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; 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 to 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

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Operates a computer and standard business software and database applications, as well as those specialized to department operations; performs data entry and accesses, processes, retrieves, reviews, updates, and maintains assigned computer and database records; generates notices, forms, reports, lists, rosters, itineraries, training manuals, and other documents; develops and maintains standard spreadsheets for a variety of purposes.
2. Collects, organizes, compiles, and/or reviews 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; reviews, compares, and reconciles assigned data and information for accuracy, completeness, and compliance with OCDE and state requirements; may perform basic calculations in order to verify data provided; upon review and verification processes and/or distributes to appropriate parties.

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

3. Coordinates and sets up video conferences and meetings.
4. Performs administrative support duties for assigned staff members; drafts, types, completes, submits, and/or distributes memoranda, correspondence, consultant agreements, contracts, flyers, lists, manuals, agendas, logs, calendars, applications, reports, forms, and other documents; proofreads, checks, and verifies materials' accuracy, completeness, and compliance with OCDE standards, policies and procedures, as well as legal requirements; ensures materials, reports, and documents for signature are accurate and complete; distributes or submits pertinent documentation to appropriate sources.
5. Opens, screens, sorts, processes, and/or distributes incoming mail and other materials; sends and receives faxes; prepares regular and bulk mailings; copies various documents and materials, including large duplication orders; assembles packets of materials.
6. Coordinates and sets up video conferences and meetings.
7. Receives and responds to telephone calls and e-mail correspondence; greets and directs visitors; handles inquiries and complaints from and/or provides information regarding OCDE and department/program policies and procedures to school administrators, parents, consultants, vendors, other OCDE departments and staff, and/or the public; refers questions or complaints to appropriate staff member or department, as necessary.
8. Prepares, updates, organizes, and maintains a variety of specialized and confidential student, office, program or department records and files; locates, retrieves, duplicates, and distributes copies of reports, forms, records, and documents as requested.
9. Processes, enters, codes, and/or tracks purchase requisitions, mileage reimbursement, personnel action notices, and other forms; reviews invoices for discrepancies and processes bills for payment.
10. Coordinates and makes arrangements for a variety of trainings, meetings, conferences and special events at OCDE and off site; makes room reservations; data enters participant registration information; invoices participants, greets participants, collects fees and records payments; coordinates travel arrangements; arranges room and equipment setup/cleanup and catering/refreshments.
11. Maintains and tracks budget expenditure information.
12. Corresponds with consultants on project status and corresponds with teachers and other educators involved in various projects.

OTHER DUTIES

1. Maintains time and attendance records; reviews timesheets for accuracy and transmits to Payroll.
2. Attends a variety of meetings, training sessions, conferences, committees, workshops, and seminars at OCDE and off site.
3. May take, transcribe, and distribute meeting minutes.
4. Conducts special projects as assigned.
5. May coordinate CPR staff training and maintain inventory of first aid and medical supplies at school sites.

QUALIFICATIONS

Knowledge of:

1. Office administrative practices and procedures, including filing and recordkeeping practices and procedures.
2. Principles and practices of sound business communication; correct English usage, including 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 to:

1. Operate standard office equipment and a computer using word processing, spreadsheet, and other standard business software.
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 from 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. Type accurately at 50 WPM.
11. Establish and maintain effective working relationships with OCDE management, administrators, staff, students, parents, the public, and others encountered in the course of work.
12. 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 high school equivalency test, and at least two 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit, walk, and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel, or operate computers and standard office equipment; reach with hands and arms from the waist to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, and twist to open file cabinet drawers, and lift up to 25 pounds from ground, waist and chest level. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and understand documents; analyze and solve problems; observe and interpret situations; use basic math; learn and apply new information and skills; perform detailed work with frequent interruptions; work under deadlines; and interact with OCDE management, administrators, staff, students, parents, the public, and others 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.