



# RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

## ADMINISTRATIVE ASSISTANT II

### DEFINITION:

Under the direction of an assigned Administrator or Supervisor, perform specialized, responsible secretarial/clerical functions; relieve supervisor of clerical detail; provide routine administrative assistance; perform other job-related duties as assigned and/or as required.

### DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant II classification is the mid-level classification in the Administrative Secretary series and provides an opportunity to learn District programs, processes and operations within an assigned service area or school site. The Administrative Secretary IV classification performs a variety of highly responsible, specialized and complex clerical duties for a District-wide service area, requiring independent judgment and knowledge of designated policies, procedures, and regulations. The Administrative Secretary III classification provides journey-level and diversified clerical support to a school Principal, requiring an understanding of school programs and office procedures. The Administrative Secretary I classification is the entry-level classification in the Administrative Secretary series that provides general and clerical support and typically work under minimal supervision RUSD and CSEA to align this with the other Administrative Assistants.

### ESSENTIAL DUTIES:

- Perform a variety of clerical support duties to relieve the administrator of clerical detail; assist in ensuring smooth and efficient office operations
- Review and screen incoming correspondence and communications routed to the supervisor.
- Plan and organize follow-up activities to ensure that operational timelines are met.
- Arrange correspondence in the order of a predetermined priority; provide appropriate background materials for reference to facilitate supervisor's personal reply.
- Independently, or according to general instructions, compose correspondence concerning a wide range of subjects requiring a thorough knowledge of policies, regulations and operational procedures.
- Review outgoing correspondence and other materials for consistency with policies, regulations, operational procedures, formatting, grammatical construction and punctuation.
- Take notes of meetings and conferences and prepares accurate summaries.
- May take and transcribe dictation, to prepare a wide variety of subject area materials, including information and data that may be of a privileged, confidential and/or sensitive nature.
- Receive and respond to inquiries from office visitors or from telephone contacts.
- Prepare data for a computerized record management, storage and retrieval system and utilizes output reports in office operational functions.
- Maintain a variety of records and files, which may include student, personnel, budget, expenditure, payroll and other related subject information.
- May schedule and organize the clerical functions of the office and may provide input concerning the technical evaluation of other clerical staff members.
- May assists with budget planning and expenditure control processes.

- Operate a computer and use a variety of software applications.
- Perform other job-related duties as assigned and/or as required.

## **KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

- Organization and coordination of specialized, responsible secretarial/clerical functions.
- Modern office methods and equipment, including automated record management, filing and retrieval systems and computer operation.
- Receptionist and telephone techniques.
- Correspondence and report writing.
- English usage, grammar, spelling and punctuation.
- Basic methods and techniques of organization and planning.

### ABILITY TO:

- Learn, interpret, and apply legal mandates, policies, rules, regulations and operational procedures.
- Assume responsibility for routine administrative detail, including the organization and coordination of the clerical activities of the supervisor's office.
- Compose correspondence independently.
- Establish and maintain comprehensive and accurate files and records.
- Prepare concise and complete reports as required.
- Effectively operate a computer and use appropriate software applications.
- Take notes and transcribe accurately to prepare various written materials.
- Communicate effectively in oral and written form.
- Make mathematical calculations with speed and accuracy.
- Establish and maintain cooperative working relationships.
- Remain flexible and work effectively in a multi-task environment with frequent interruptions and changes in task priority.

Bilingual/Biliterate positions require proficiency in both oral and written Spanish and may require translating from English to Spanish and from Spanish to English.

## **EDUCATION AND EXPERIENCE:**

### EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree

### EXPERIENCE:

Two years of responsible and varied secretarial and clerical experience, including some experience in organizing and coordinating specialized clerical functions.

## **LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:**

- Verification of a valid California Motor Vehicle Operator's license.
- Insurability by the District's liability insurance carrier may be required.
- Certificate Requirement: For school site positions, verification of a current First Aid certificate issued by the American Red Cross or the American Heart Association is required at time of employment and must be kept current as a condition of continued employment.

## **PREFERRED QUALIFICATIONS:**

Supplemental course work in clerical/secretarial skills, office management, or other related areas is preferred, but not required. Knowledge of District software and Microsoft Office is preferred, but not required.

## **WORKING CONDITIONS:**

### ENVIRONMENT:

Indoor school office environment.

### PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Will frequently exert 20 to 30 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will sit most of the time, but may walk or stand for brief periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing written and oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### POTENTIAL HAZARDS:

Exposure to blood or bodily fluids. Exposure to excessive noise.

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