

Escondido Union High School District Job Description

Job Title:	Administrative Assistant II (Human Resources)
Employee Unit:	Non-Represented Classified
FLSA Status:	Exempt
Salary Level:	Range 19
Approved By:	Governing Board
Approved Date:	06/15/99

SUMMARY

Schedules appointments, gives information to callers, takes dictation, and otherwise relieves Assistant Superintendent of clerical and minor administrative and business detail by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Independently composes routine correspondence and types correspondence from marginal notes or dictation.

Maintains complete files of correspondence and other records.

Arranges travel schedule and reservations for Assistant Superintendent.

Compiles and types statistical reports.

Prepares Board items, reports, contracts, handbooks and other documents as directed, on behalf of the Assistant Superintendent.

Drafts manuals, graphs, charts, overheads and other materials for Assistant Superintendent's use in presentations.

Enters data provided by Assistant Superintendent into computer to create or modify job descriptions.

Completes hiring process for classified employees, including arranging for physicals, assigning position numbers, notifying payroll, etc.

Maintains seniority list for classified employees.

Maintains classified personnel files.

Monitors professional growth for classified personnel.

Researches and assists Assistant Superintendent in preparations for labor negotiations.

Monitors all budgets assigned to the division to which assigned

Prepares supply requisitions, work orders and personnel requisitions as directed by Assistant Superintendent.

QUALIFICATIONS

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

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school; or minimum of five years related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

Clerical and Administrative Support positions require a working knowledge of Microsoft computer applications, including Microsoft Word, Excel, GroupWise.

Ability to anticipate needs of administrator, to perform secretarial and clerical duties, to assume responsibility, to follow directions and to make independent judgements.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

COMMENTS

The individual assigned to this position must exhibit loyalty, integrity and competence, have a commitment to confidentiality, a sensitivity to the needs of students, parents and staff, and strong detail and organizational skills. As a representative of the Escondido Union High School District, this individual is expected to present a professional, helpful, cooperative image at all times.