

Humboldt County Office of Education

ADMINISTRATIVE ASSISTANT II
OFFICE OF THE SUPERINTENDENT
Confidential

Position Summary

Under general direction, and in collaboration with the Administrative Assistant III, the Administrative Assistant II serves as a confidential secretary within the Office of the Superintendent; provides primary secretarial support to the Business Services Department; supports the County Committee on School District Organization; serves as liaison with Humboldt County Elections Office and as first point of contact for members of the public seeking information from the Superintendent's Office.

Examples of Duties and Responsibilities

Independently composes correspondence on behalf of the Superintendent and Business Services Department, including LCAP review communications; receives and screens telephone calls, greets visitors, and receives inquiries from the public and refers inquiries to the appropriate staff; receives, opens, sorts and takes necessary action on administrative office mail; makes travel arrangements; maintains confidential records; maintains paper and electronic systems filing; completes official documents, forms and reports; makes meeting arrangements and prepares agenda, records actions, and composes minutes for meetings as assigned; provides event coordination (workshops, conferences, all-county trustees' annual meeting); coordinates and publishes school calendar; facilitates routine contract maintenance including Transportation, Maintenance and Operations, Food Services, leases, Keenan underwriting, oversees annual certificates of insurance and point of contact for HCOE/JPA insurance certificate review/preparation; maintains and disseminates annual updates to Emergency Guide; processes annual agency and authorized individual business memberships and renewals; coordinates public media for emergency notifications, "RFP" lunch release; public hearing notices, flag ceremonial notices; facilitates internal bulletin board coordination with local districts; oversees department inventory and purchase order processing; researches and compiles data on various topics; coordinates tasks with other administrative office staff; and does related work as required or assigned.

Employment Standards

Graduation from high school and a minimum of four (4) years of responsible secretarial experience preferably including at least one year in an education and/or executive office setting.

Knowledge of:

- Educational organization, policies and procedures;
- Office etiquette, practices and procedures and all forms of office technology;
- Letter and report writing using appropriate grammar, punctuation and formatting;
- Text, presentation and graphics processing software of a moderate to semi-complex nature;
- Internet and e-mail and similar online programs.

Ability to:

- Perform responsible secretarial work requiring independent judgment with speed and accuracy;
- Make arithmetical calculations;
- Take meeting minutes;
- Prioritize and manage multiple tasks to meet specific deadlines;
- Coordinate conferences and meetings for large groups, including scheduling of facilities, coordinating calendars, breakfast and/or lunch arrangements, etc.;
- Adapt to changing work demands and heavy workloads;
- Work under varying degrees of stress;
- Maintain high degree of confidentiality;
- Accurately key comprehensive statistical reports;
- Compose correspondence, collect and assemble information, and prepare in-depth and complex reports;
- Use proper English with correct grammar, spelling, and punctuation;
- Utilize efficiently all modern office equipment and technology;
- Work cooperatively with other employees and the public.

Additional Requirements

Persons serving as Administrative Assistant II must be able to maintain professional effectiveness and personal demeanor even during peak work flow periods and often within restrictive production time schedules. At all times the Administrative Assistant II must possess a high degree of competence and perform all duties with tact and courtesy.

Individuals who serve as confidential personnel must be willing to modify days/hours and to work additional days/hours on occasion with appropriate compensation and be willing to travel using own transportation with mileage reimbursed, or county office fleet vehicle, as the job may require.

CLASS: 2

GTE:gb 12/23/15