

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: ADMINISTRATIVE ASSISTANT II

DEFINITION: Under the supervision of the Principal, Assistant Principal, or Department Coordinator serves as secretary to the Coordinator, the Department and the Instructors providing primary, complex, and specialized secretarial support duties.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:

- Act as a secretary and receptionist
- Provide information to the public and students
- Compose routine correspondence
- Maintain confidential student records
- Prepare purchase orders
- Share the responsibility for monitoring copiers, mail and distribution of mail
- Maintain accurate bookkeeping of the department
- Handle emergencies, minor injuries, and student illnesses
- Perform other duties as assigned

ESSENTIAL FUNCTIONS, unique but not limited to:

Adult School:

- Prepare and submit monthly payroll to the District Office
- Assist in graduation ceremonies as directed by the Principal or designee
- Prepare student transcripts as documented by the Principal or designee

Community High School:

- Serve as registrar and maintain academic records of all students
- Prepare semi-annual State reports
- Responsible for attendance accounting of students
- Prepare & submit payroll information
- Preparation & distribution of the Principal's newsletter
- Mail report cards
- Assist in graduation ceremonies
- Assist in registration of new students
- Sell and serve food to students
- Act as cashier

Guidance Department:

- Provide clerical support to the counselors
- Process student data information
- Assist in preparation of the master schedule
- Maintain records of student schedule
- Assist in registration of new students
- Mail report cards
- Assist in the supervision of student help when applicable
- Act as Attendance Clerk when necessary

POSITION TITLE: ADMINISTRATIVE ASSISTANT II, Continued

- Prepare a School Course Bulletin
- Assist with the preparation of Awards Evening
- Assist with newsletters

ROP Department:

- Create and maintain class enrollment lists and attendance records
- Prepare and issue student work permits
- Compile and generate monthly reports and summaries
- Coordinate activities with various outside ROP offices

Special Education Department:

- Monitor procedures to assure compliance with legal requirements
- Prepare and maintain confidential assessment reports
- Take minutes at Special Ed meetings
- Schedule parent conferences for psychologists
- Maintain test material library
- Check out files as needed

REQUIREMENTS:

- Ability to use computers and other office equipment
- Type at 45 words per minute

QUALIFICATIONS:

Knowledge of:

- Modern office methods, practices, and procedures; receptionist and telephone techniques

Ability to:

- Work with minimum supervision; organize and prioritize work effectively
- Type from oral direction, rough draft, copy or notes from a variety of routine and complex materials including correspondence, tests, reports, memoranda, lists and documents
- Compose letters independently or from oral instruction
- Make mathematical calculations quickly and accurately
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, and firmness
- Must be able to work well independently and as part of a team

EDUCATION AND EXPERIENCE:

- Any combination of education and/or experience which would demonstrate possession of the knowledge and abilities listed herein
- Completion of the twelfth grade

PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:

Ability to:

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of observing accuracy of reports and documents
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand.
- Communicate using the telephone and radio
- Push/pull, squat, turn, twist, bend, and stoop
- Lift and carry 20 lbs
- Reach in all directions
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position

WORKING CONDITIONS:

Office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal

LICENSE OR CERTIFICATE:

- Possession of a valid California Driver's license is desirable
- Valid CPR/ First Aid Certification is desirable

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures