



**POSITION DESCRIPTION
WACONIA PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Administrative Assistant II	Department: Varies
Immediate Supervisor's Position Title: Varies	FLSA Status: Non-Exempt

Job Summary:

This classification represents the second level of a three level secretarial/clerical occupational classification series called Administrative Assistant. While a substantial portion of job duties and responsibilities involve “core or shared” job functions found in all Administrative Assistant positions within the classification series, positions assigned to this classification are expected to perform some specific duties and tasks that require an understanding of district policies, administrative procedures, and/or program requirements gained through experience in lower level positions or through some specialized training. In addition, while many tasks associated with the job are performed in accordance with set program/office/department routines, some assignments and office routines permit flexibility in how some job functions are carried out, performed and handled. The distinguishing difference between Administrative Assistant II and Administrative Assistant I is that the Administrative Assistant II demonstrates increased complexity and performs job assignments requiring greater opportunity to apply judgment and discretion in carrying out responsibilities of the work.

Essential duties outlined below are intended as “representative” or “illustrative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs “core” clerical functions that are characteristic and/or could be shared by any position within the classification series. Examples of “core duties performed in this classification series are illustrated below.
 - a) Typing routine correspondence, letters, purchase orders, forms, claim forms, training evaluation letters, or materials provided by staff in draft form.
 - b) Files forms, correspondence, letters, and/or documents in accordance with established office routines.
 - c) Enters data into department files and records either hard copy of data files/records in District computer files/records (examples might include workshop hours, class/student lists, vendor lists, etc.)
 - d) Copies and duplicates materials requested.
 - e) Assists other clerical/secretarial staff by providing them support in accomplishing their job duties in times of peak demand or to meet work priorities.
 - f) Assists in answering building/department phone(s)/lines and routing calls to the appropriate department(s)/person(s) after determining the nature of the call.
 - g) Screens visitors/students/public coming into the office providing assistance with routine questions or directing visitors to appropriate parties.
 - h) Assisting students coming into the office with routine questions or other related duties to assist office visitors.
 - i) Orders supplies and materials.
 - j) Delivers interoffice mail between schools.
 - k) Prepares curriculum documents, binders and materials. Sorts and distributes curriculum orders materials to schools.
 - l) Serves as key operator for business machines in the office.



- Performs clerical and record keeping functions that involve significant detail, attention to accuracy and precision in performing the tasks in the prescribed manner required.
 - a) Maintains enrollment data, guidance records and student files. Requests and transfers student transcripts, test scores, health records and cum folder information for incoming and outgoing students.
 - b) Works with counselors and staff in maintaining class schedules.
 - c) Assists in registration activities.
 - d) Maintains and updates schedules of events/activities.
 - e) Collects activities fees and maintains activity files.
 - f) Reviews employee timesheets to assure accuracy and completeness.
 - g) Counts receipts, prepares deposits, and inputs receipts.
- Performs specialized office activities and functions requiring an understanding of department programs, operations and procedures.
 - a) Makes arrangements and schedules and coordinates ticket sellers, substitutes and programs for various athletic events.
 - b) Implements and assists in the coordination of administrative operations and activities involved in grade reporting, report card generation, identifying midterm deficiencies, assembling honor rolls, BST testing, determining GPA and ranks.
 - c) Assists in compiling, researching information, and assists in revising/modifying reports.
 - d) Assists in coding and reviewing bills for payment.
 - e) Assists in the coordination of Safety Committee meetings (e.g. preparation of agenda, sends out meeting reminders, makes arrangements for refreshments and distributes minutes).
 - f) Follows up on requests for information requested by administrators, vendors, consultants or others. May provide assistance in training, compiling information and the preparation of reports.
 - g) Verifies site locations, dismissal times, prepares and orders transportation for various activities/events.
- Performs other duties of a comparable level or type, as required.
 - a) Attends training sessions, district in-services or staff meetings.
 - b) Assists in special projects, as appropriate.
 - c) Learns and is cross trained in other administrative and support functions within the department/program/building.



SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis:
	High school diploma or GED.		
x	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:
	2nd year graduate level		
	Doctorate level		
<ul style="list-style-type: none"> • Knowledge of general office procedures and practices. • Knowledge of office etiquette and customer relation procedures and routines. • District and building level administrative policies and procedures. • Knowledge of school district organization and specialized office functions within the department/program/office of assignment. • Knowledge of general record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy or data filing systems. • Familiarity with general office productivity software (i.e. word processing, spreadsheet, access, presentational software, email programs, etc.) • General office equipment, e.g., copiers, facsimiles and phones. • Knowledge of computer operation, informational systems and specialized programs used in recording and maintaining district, student or financial information and records. 			
Required Work Experience in Addition to Formal Education/Training:			
Minimum of 3 or more years of directly related office experience and secretarial experience.			
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring:	
		None	

**ESSENTIAL SKILLS
REQUIRED TO
PERFORM THE
WORK**

Skilled in:

- Applying and using word processing applications, spreadsheet applications and database applications.
- Applying judgment and discretion in carrying out department, program and/or building specific procedures, policies, operational routines pertaining to assigned areas of responsibility.
- Organizing, planning and making arrangements for conferences, meetings, training sessions, grade reporting procedures, athletic events, special projects, staff meetings and the like.
- Implementing district operations pertaining to the preparation of purchase orders, the ordering of instructional materials, supplies and office equipment.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Implementing and maintaining departmental records, files, or lists.
- Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette, judgment and discretion in provide and dealing with the staff, public and district personnel.
- Prioritizing job assignments and performing work assignments requiring attention to detail, precision and accuracy.
- Skilled in the various administrative, secretarial and clerical functions within the facility and providing back-up and support, as needed.
- Applying specialized district software applications used in the maintenance of department/building files and records.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# of Employees
1		
TOTAL		

INDIRECT SUPERVISION:

Number of employees indirectly supervised:

Total:

**HAZARDOUS WORKING
CONDITIONS:** *The essential duties
of the work are performed under
various physical hazards or
environmental conditions noted*

**Unusual or hazardous working conditions related to performance of
duties:**

Duties are performed in a typical school/building/office setting where there are minimal environmental hazards and risks associated with performing the requirements of the job.



PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk		X		
Sit				X
Use hands dexterously (use fingers to handle, feel)		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds				X
up to 25 pounds		X		
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Sedentary Work:
Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.