Administrative Assistant II - Bilingual - Continued Page 2 of 4

Input a va riety of data into an assigned comput er system; initiate queries and gene rate a variety of

compute rized re ports as reque sted; esta bli sh and maintain automated rec ords and files; ensure acc uracy of

i nput and output data.

Research, compi le and verify a variety of information; compute sta tistical informat ion for a variety

Administrative Assistant II - Bilingual - Continued Page 3 of 4
Oral and written communication skills.
Operation of a computer and assigned software.
Methods of collecting and organizing data and information.
Business letter and report writing, editing and proofreading.
Basic arithmetic.
ABILITY TO:
Perform varied and responsible secretarial and administrative assistant duties to relieve the administrator
of administrative and clerical detail.
Serve as secretary to the administrator of a large district-wide program of three or more unrelated
programs and coordinate communications between administrators, personnel, parents, students, and the
public.
Serve as an interpreter for conferences, meetings, and other events.
Ensure smooth and efficient office operations.
Interpret, apply, and explain laws, codes, rules and regulations related to assigned activities.
Work independently with little direction.
Compose correspondence and written materials independently or from oral instructions.
Keyboard or input data at an acceptable rate of speed.
Understand and resolve issues, complaints or problems.
Maintain confidentiality of sensitive and privileged information.
Determine appropriate action within clearly defined guidelines.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and files.
Compile and verify data and prepare reports.
Operate a variety of office equipment including a computer and assigned software.
Complete work with frequent interruptions.
Plan and organize work.
Meet schedules and timelines.
EDUCATION AND EXPERIENCE:
Any combination equivalent to: high school graduation or equivalent supplemented by secretarial training
and three years increasingly responsible secretarial experience in a large organization involving frequent
public contact, including experience translating materials and interpreting in English and designated
second language.
WORKING CONDITIONS:
ENVIRONMENT:
Office environment.
Constant interruptions.
PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.
Reaching overhead, above the shoulders and horizontally.
Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds

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CLEARANCES:

Crimi nal Justice Fingerprint /Background

Tuberculosis

Pre -placement Physical and Drug Screen

JOB CLASS HISTORY

G.B. 12/15/20 P.C. 11/19/20 (New)

Revised (EH&A / MGT Consulting) PC: 02/24, GB: 03/24