

**CHANDLER UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**CLASSIFICATION:** OFFICE  
**TITLE:** ADMINISTRATIVE ASSISTANT II (BUSINESS)  
**CALENDAR:** [ADMINISTRATIVE ASSISTANT II](#)  
**SALARY:** [GRADE 15](#)

**Job Goal:**

Independently perform secretarial duties of above average difficulty requiring independent judgment and knowledge of District policies and procedures

**Minimum Qualifications:**

- High school diploma or equivalent with emphasis on appropriate business courses
- Four or more years progressively responsible experience requiring above average secretarial skills
- Ability to type accurately at an acceptable rate of speed and to take dictation if required
- Ability to operate standard business machines, including computer terminal with word processing
- Ability to work cooperatively with parents, students, staff and the general public
- Ability to manage multiple tasks
- Knowledge of and adheres to all policies, regulations and rules
- Vision and hearing adequate to exercise job responsibilities in a safe manner

**Core Job Functions:**

- Perform a variety of secretarial and clerical duties, including filing, typing, and transcribing correspondence, bulletins, memoranda, notices, reports, and written materials
- Schedule appointments and answer telephone providing information as requested
- Maintain appropriate files and records
- Input and update information in the computer
- Compile statistics for a variety of reports
- Verify and reconcile bank statements
- Revise Business Services Manual and hold in-service workshops
- Maintain District revolving fund
- Maintain accounting for Chandler Education Foundation
- Coordinate District liability insurance claims
- Assist in investment of excess bond funds and debt retirement information
- Assist the Benefit and Payroll departments with employee deductions and retirement benefits
- Provide backup assistance for ADM and budget information
- Provide information to staff and general public
- Perform related duties as requested
- Perform all duties in a safe and prudent manner as directed

**Core Values/Professional Qualities:**

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change

- Positively accepting direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model
- Work with a large cross section of people in a professional and non-judgmental manner