

**CHANDLER UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASSIFICATION: OFFICE
TITLE: ADMINISTRATIVE ASSISTANT II (INSTRUCTIONAL SERVICES)
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, answer telephone providing information as requested and coordinates calendar
- Maintain appropriate files and records
- Input and update information in the computer
- Maintain and order supplies and stock and disburse upon request
- Compile and process information for a variety of projects and reports
- Coordinate related activities in assigned area
- Maintain financial, statistical and/or other records and registers
- May handle money and account for funds
- Provide information to staff and general public
- May supervise and assign work to others
- 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