

**CHANDLER UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASSIFICATION: OFFICE
TITLE: ADMINISTRATIVE ASSISTANT II (SUPPORT 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 operate standard business machines, including computer/ word processing
- Knowledge of English usage, spelling, grammar, manuscript and report formatting
- *The **physical demands** described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*
- Ability to exert 10-25 lbs of force, to lift, carry, push, pull or otherwise move objects
- Ability to walk, reach, climb or balance, stoop or kneel
- Manual dexterity to operate business related equipment
- 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 into computer
- Coordinate and schedule related functions
- Handle a variety of correspondence, reports and other materials pertaining to schools, students and staff; maintain confidentiality of information
- Compile information and prepare a variety of logs and statistical reports as requested and in conformity with State Department of Education or federal requirements
- Order, check, invoice and store supplies; maintain inventory and check against budgeted amounts
- Process payroll actions as required
- May supervise and assign work to others
- Serve as secretary to administrator dealing with a wide variety of sensitive and privileged information
- Compile and process information for both Information Systems and Support Services Departments
- 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