

## CHANDLER UNIFIED SCHOOL DISTRICT NO. 80

### JOB DESCRIPTION

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

#### **Job Goal:**

Independently assist District administrator by performing complex secretarial duties requiring independent judgment and knowledge of District policies and procedures

#### **Minimum Qualifications:**

- High school diploma or equivalent with emphasis on appropriate business courses
- Three 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
- Proficiency with all Microsoft Office programs
- 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

#### **Core Job Functions:**

- Perform a variety of secretarial and clerical duties, including filing, typing, bulletins, memoranda, notices, reports, and written materials
- Receive visitors, answer and screen telephone calls and provide information as appropriate, explaining general policies and procedures
- Schedule appointments and maintain calendar; schedule meetings
- Handle a variety of correspondence, reports and other materials; maintain confidentiality of information
- Coordinate and organize the daily operations of the office
- Communicate and work with District staff and community members with problems not requiring administrator attention
- Maintain financial, statistical and/or other records
- Collect and account for money from multiple sources and maintain appropriate records as needed
- Order, maintain, disburse and inventory supplies and equipment
- Assist staff as requested with secretarial and clerical services
- Handle incoming and outgoing mail
- Input and update information into computer
- Prepare a variety of reports
- 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 accept 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

### **Physical Requirements – Office**

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. The physical demands described here 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.