

**ALISAL UNION SCHOOL DISTRICT
PERSONNEL DIVISION
JOB DESCRIPTION**

ADMINISTRATIVE ASSISTANT II/BUSINESS

PRIMARY FUNCTION: Under general supervision, to act as assistant to the Assistant Superintendent/Business Services, performing a variety of clerical and business office duties and do related work as required.

DIRECTLY RESPONSIBLE TO: Assistant Superintendent/Business Services.

MAJOR DUTIES AND RESPONSIBILITIES:

Provides administrative and secretarial services to the Assistant Superintendent/Business and Operations, Technology Systems Specialist, Fiscal Officer.

Prepares information regarding property and liability insurance claims acting as liaison between staff/public and the insurance administrator.

Manages business office supply stock.

Assists in District budget preparation, implementation, projection, control and evaluation.

Responsible for Workers' Compensation Program, including but not limited to recording and preparing all employee injury reports filed with the carrier; maintains log of injuries/claims filed, posts regulations accordingly, and acts as liaison with staff and the Workers' Compensation administrator; monitors all Workers' Compensation claims.

Manages site/district communication regarding facilities and construction projects.

Maintains student injury files, prepares and sends student injury reports to insurance carrier; monitors all student insurance claims.

Maintains facility use calendar, verifying information submitted on facilities requests.

Coordinates the preparation of Board agenda items for the Business Division; prepares materials for presentations at Board meetings.

Prepares letters, reports and confidential information related to collective bargaining.

Prepares letters, reports, forms and policies from rough draft, marginal notes, verbal instruction or dictation.

Makes necessary arrangements for meetings, training and conferences in which the business office staff participate.

Routes to Assistant Superintendent/Business and Operations correspondence warranting his/her attention, drafts replies for his/her review.

Assists in the selection of large purchases such as the copier.

Searches for appropriate Education Code Sections.

MAJOR DUTIES AND RESPONSIBILITIES (cont.)

Operates radio and communicates with schools and departments during disaster drills and actual disasters.

Prepares and requests duplication forms for the Business Division.

Disseminates appropriate information on a wide variety of business matters such as Workers' Compensation, Health and Welfare Benefits, construction projects.

Maintains files, confidential and otherwise.

Distributes Business Division mail and manages postage schedule for business office staff.

Compiles data and prepares reports.

Prepares monthly Business Division attendance reports.

Handles office communication systems including telephone, intercom, e-mail, fax modems and a variety of technology based communication tools.

Updates records as needed.

Prepares computer spreadsheet data and manages computer files.

MINIMUM QUALIFICATIONS:

Type at a speed of 65 words per minute.

Take dictation at a speed of 80 words per minute and transcribe.

Knowledge of office methods and practices, including filing systems, receptionist and telephone techniques, letter and report writing.

Knowledge of correct English usage, spelling, grammar and punctuation.

Ability to perform responsible clerical work with speed and accuracy.

Ability to understand and carry out oral and written directions.

Ability to deal effectively with a wide variety of personalities requiring diplomacy and poise.

THE BOARD OF EDUCATION DESIGNATES THIS POSITION AS CONFIDENTIAL.

The work year for this position is 260 days.

Adopted: 10/12/82
Revised: 9/12/89;10/4/95