

BERKELEY UNIFIED SCHOOL DISTRICT  
Human Resources Department

CLASSIFICATION AND  
POSITION DESCRIPTION

TITLE:	Administrative Assistant II	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As assigned	CLASSIFICATION:	Non-Administrative Classified Technical

Compile information and prepare and maintain a variety of records, logs and reports related to programs, students, financial activity, budgets, attendance, staff, projects and assigned duties; organize and distribute work orders; establish and maintain filing systems; revise, verify, proofread and edit a variety of documents

Input a variety of data into an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets, manipulate data and generate various computerized lists and reports as requested; assure accuracy of input and output data

Compose, independently or from oral instructions, note or rough draft, a variety of materials such as inter-office communications, forms, letters, memoranda, bulletins, agenda items, labels, fliers, requisitions, handbooks, newsletters, brochures, certificates, contracts and other materials; format materials to meet program and office needs

Research, compile and verify a variety of data and information; compute statistical information for various reports as necessary; process a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed

Coordinate, schedule and attend a variety of meetings, workshops and special events; prepare and send out notices of meetings; compile and prepare agenda items and other required information for meetings, workshops and other events; set up equipment and supplies for meetings and other events as needed; take, transcribe and distribute minutes as directed

Perform a variety of clerical accounting duties in support of assigned program or office as assigned; monitor funds for income and expenditures; assist in assuring expenditures to do not exceed established budget limitations as assigned; calculate, prepare and revise accounting and budgetary data; balance and reconcile assigned accounts and budgets as required

Receive and process invoices according to established procedures; verify work completed or materials received; obtain management approval for payment

Perform special projects and prepare various forms and reports on behalf of the assigned administrator; attend to administrative details on special matters as assigned

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software

Receive, sort and distribute mail; receive and respond to e-mails; prepare and distribute informational packets and bulk mailings as directed

Maintain appointment and activity schedules and calendars; coordinate travel arrangements and hotel reservations as necessary; reserve facilities and equipment for meetings and other events as needed

Monitor inventory levels of office and designated supplies; order, receive and maintain appropriate levels of inventory as required; prepare, process and code purchase orders and invoices as assigned; arrange for billings and payments as directed



EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level course work in secretarial science or related field and five years of clerical or administrative support experience involving frequent public contact

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Constant interruptions

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone

Dexterity of hands and fingers to operate a computer keyboard

Seeing to read a variety of materials

Sitting or standing for extended periods of time

Bending at the waist or kneeling to file and retrieve materials