Northern California Conference

**Job Description**

**DATE:** January 1, 2018

**LOCATION:**

**STATUS:** Full-time/Regular

**REPORTS TO:** Principal

**Title:** Administrative Assistant II

**Wage/Salary:** $

**ERI Category:**

**Job Code: I** **Step:**

**SUMMARY:** Supports senior-level managers and may supervise other support staff. Advanced computer skills and the ability to train others in system usage are preferred. Assignments typically involve work of a confidential nature and require extensive knowledge of department practices, policies, and programs. Assignments are varied involving the regular use of judgment and discretion.

**ESSENTIAL DUTIES & RESPONSIBILITIES:** (Duties include those described for administrative assistant I, but the position requires more work experience within each function.)

1. Provides a full range of moderate to complex clerical and secretarial assignments involving the use of judgment and discretion.
2. Interacts with a wide range of individuals requiring active problem solving and effective interpersonal skills.
3. Reviews the efficiency of administrative procedures within the unit and recommend improvements.
4. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports.
5. Familiar with organizational concepts, practices, and procedures.
6. Relies on experience and judgment to plan and accomplish goals.
7. May direct and lead the work of others.
8. A wide degree of creativity and latitude is expected.
9. Typically reports to a manager or head of a unit/department.
10. Performs more complex administrative activities including managing projects, composing letters and reports, preparing/editing presentations, and recommending or making purchase decisions.
11. Requires strong written and verbal communication skills.
12. Has intermediate to advanced computer skills including word processing, spreadsheet, and basic presentation or database applications.
13. Miscellaneous related duties as assigned by supervisor.