

JOB DESCRIPTION

POSITION TITLE:	Administrative Assistant II
DEPARTMENT & PROGRAM:	Assigned Department or Program
WORK YEAR:	12 Months
SALARY PLACEMENT:	Range 15/16*
SUPERVISED BY:	Administrator of Designated Program
ASSOCIATION:	Classified
FLSA STATUS:	Non-exempt

*Placement 15 is for the Heron Creek position monolingual only

*If bilingual, 1 additional Range will be added

GENERAL DESCRIPTION OF THE POSITION:

The Administrative Assistant II provides secretarial and administrative support that enables the administrator to maintain focus on the daily operations and administrative functions of the program, department and ESD. The position requires exposure to highly sensitive information and involvement with school district and community contacts, requiring use of discretion, tact, diplomacy and judgment. **The Administrative Assistant II position at Heron Creek is a school-based position not located in the central office.*

DISTINGUISHING FEATURES:

This is the second level of a three-level series of positions. The Administrative Assistant II is distinguished from the Administrative Assistant I by its performance of technical program-level functions that includes data collection and management, event planning and performance of fiscal and human resources functions. The Administrative Assistant II is distinguished from the Administrative Assistant III by its focus on providing broader program-level support.

ESSENTIAL FUNCTIONS:

Communication:

1. Represents CESD in a professional manner in all communications
2. Determines and communicates the priority of phone calls, visitors, reports and correspondence with sensitivity and confidentiality
3. Maintains confidentiality regarding all department matters
4. Composes written correspondence for CESD with minimal guidance
5. Responds to inquiries and referrals from CESD school district personnel, partners and parents via phone, email or in person
6. Works closely with the ESD's Fiscal and Human Resources departments on matters within the scope of assigned responsibility

Heron Creek: This position requires composure and professionalism in an environment that involves some student management and responding to frequent interruptions

Data and Information:

1. Follows all FERPA (Family Educational Rights & Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) laws and requirements
2. Updates and manages data on the student information system
3. Maintains student information systems or applicable databases
4. Collects, sorts and configures data sets and documents for budget, funding and other program needs
5. Assists with the year-end reporting process
6. Organizes and maintains records and processes necessary for contracts, grants, special projects and employee communications
7. Fulfills program-level fiscal functions and/or technology purchasing, including processing requisitions, invoices, purchases, expenditure reports and reimbursements and reconciling account codes
8. Fulfills program-level human resources functions, including tasks related to ESD employees, temporary professional employees and personal service contract employees

Organization:

1. Manages the organization, storage and retrieval of technical tools, including files, binders, books, hardware and software
2. Manages multiple calendars and assists with event planning
3. Develops and maintains electronic and manual recordkeeping systems, including spreadsheets and databases

ADDITIONAL ESSENTIAL FUNCTIONS FOR BILINGUAL POSITIONS IN HEAD START TO SUCCESS AND CCR&R:

1. Interprets conversations as needed by Clackamas ESD administrators
2. Reads, prepares and interprets documents in English and Spanish

ADDITIONAL FUNCTIONS:

1. Follows and supports district and program values, policies, procedures and requirements
2. Works cooperatively and harmoniously with families, co-workers, supervisors, and community partners of diverse backgrounds
3. Maintains professional and technical knowledge by participating in professional development activities
4. Maintains regular communications including checking and replying to work email on a regular daily basis
5. Maintains regular and punctual attendance
6. Performs other duties as may be assigned

The description contained herein reflects general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Employees who hold this position may be asked to perform other duties as assigned.

ESSENTIAL COMPETENCIES:

1. **CULTURAL RESPONSIVENESS:** Supports an inclusive work and learning environment for children, colleagues, business partners, and community members, where applicable; and actively demonstrates a commitment to provide equitable services to all communities CESD serves.
2. **ACCOUNTABILITY:** Takes responsibility and ownership for successfully accomplishing work and agency objectives, and delivering results. Sets high standards of shared performance for self and others.
3. **ACCURACY AND ATTENTION TO DETAIL:** Ensures work is thoughtfully completed, accurate, and error-free to the highest degree possible.
4. **PLANNING, ORGANIZATION, AND PRIORITIZATION:** Assesses the work to be performed and considers how it should be organized and accomplished, with appropriate priorities and realistic time parameters.
5. **RECORDKEEPING AND DOCUMENTATION:** Gathers, organizes, and maintains records, following confidential information and security protocols as needed. Accurately documents relevant/essential actions, processes, and practices.
6. **TEAMWORK:** Works collaboratively with others to achieve shared goals and make decisions.
7. **COMMUNICATION:** Maintains a high standard of written and verbal communication skills, and ability to present to diverse audiences, specifically individuals of differing abilities and racially, ethnically, and socioeconomically diverse communities.

MINIMUM QUALIFICATIONS:**Baseline Experience/Education:**

1. High school diploma, GED or equivalent preparation
2. Three years of recent experience fulfilling the functions of an administrative assistant role (up to one year of college-level education can be substituted for one year of experience)

Physical/Technical Skills:

1. Ability to organize and manage an administrator's schedule, phone calls, email, paperwork and work space
2. Ability to compose, revise, edit and proofread professional documents
3. Three years of experience using word processing, database, spreadsheet and presentation software
4. Ability to work independently and use initiative and judgment in accomplishing tasks with minimal instruction or guidance
5. Ability to coordinate assignments and work independently, prioritizing tasks to meet deadlines while maintaining accuracy and attention to detail
6. Ability to generate and implement strategies to improve efficiency and enhance service delivery

Customer Service Skills:

1. Ability to use written and oral communication skills to explain policies, procedures and projects
2. Ability to interact with employees, clients and the public using discretion, tact, diplomacy and judgment to represent CESD in a professional manner

PREFERRED QUALIFICATIONS:

1. Bilingual. Bilingual candidates must pass a language proficiency assessment at an intermediate high to advanced level per CESD guidelines to be eligible for bilingual salary placement

WORKING CONDITIONS:

1. Travel required delivering services in multiple sites during day and week throughout the areas served by program
2. Work settings vary from ESD offices, ODE, schools, school districts and stakeholder locations
3. Travel modes can include the use of public transportation
4. Some evenings and weekends may be required for program events

EQUIPMENT USED:

1. Personal Vehicles

PHYSICAL JOB TASK REQUIREMENTS:

The physical requirements checked are essential to successfully performing the duties associated with this position.

- **Sedentary work.** Sedentary work involves lifting no more than 10 pounds at a time and occasionally lifting or carrying articles like docket files, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required occasionally and other sedentary criteria are met.

Never	Rare / Intermittent	Occasionally	Frequently	Continuously
Not At All	Less than 1 hour or 1- 5% per day	1 – 3 hours per day or 6 – 33% per day	3 – 6 hours per day or 34 – 66% per day	6 – 8 hours per day or 67 – 100% per day

Lifting (X = REQUIRED)										
01-30 lbs		Never		Rare		Occasionally	X	Frequently		Continuously
31-50 lbs		Never		Rare	X	Occasionally		Frequently		Continuously
> 50 lbs	X	Never		Rare		Occasionally		Frequently		Continuously

Employee may need to: (X = REQUIRED)										
Bend		Never		Rare		Occasionally	X	Frequently		Continuously
Climb		Never	X	Rare		Occasionally		Frequently		Continuously
Crawl		Never	X	Rare		Occasionally		Frequently		Continuously
Drive		Never		Rare	X	Occasionally		Frequently		Continuously



Kneel		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Reach (above shoulder)		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
Reach (forward)		Never		Rare		Occasionally	<input checked="" type="checkbox"/>	Frequently		Continuously
Sit		Never		Rare		Occasionally		Frequently	<input checked="" type="checkbox"/>	Continuously
Squat		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Stand		Never		Rare		Occasionally	<input checked="" type="checkbox"/>	Frequently		Continuously
Twist		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
Walk		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
Run		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Stairs		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Lying Down	<input checked="" type="checkbox"/>	Never		Rare		Occasionally		Frequently		Continuously
Hands may be used for: (X = REQUIRED)										
Grasping		Never		Rare		Occasionally	<input checked="" type="checkbox"/>	Frequently		Continuously
Pinching		Never		Rare		Occasionally	<input checked="" type="checkbox"/>	Frequently		Continuously
Finger Manipulation		Never		Rare		Occasionally	<input checked="" type="checkbox"/>	Frequently		Continuously
Wrists may be used for: (X = REQUIRED)										
Twisting/Turning		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Pushing/Pulling: (X = REQUIRED)										



01-30 lbs		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
31-50 lbs		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
> 50 lbs	<input checked="" type="checkbox"/>	Never		Rare		Occasionally		Frequently		Continuously
Carrying: (X = REQUIRED)										
01-30 lbs		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
Description	Objects carried, for a maximum distance of 30 feet, include school supplies, teaching materials, and food items.									
31-50 lbs		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Description										
> 50 lbs	<input checked="" type="checkbox"/>	Never		Rare		Occasionally		Frequently		Continuously
Description										
Environment Exposures (X = REQUIRED)										
Chemical Contact		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Moving Objects		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
Noise		Never		Rare		Occasionally	<input checked="" type="checkbox"/>	Frequently		Continuously
Safety Equipment	<input checked="" type="checkbox"/>	Never		Rare		Occasionally		Frequently		Continuously
Wetness		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously

MENTAL JOB TASK REQUIREMENTS:

The mental functions checked are essential to successfully performing the duties associated with this position.

X = Requirement | ☐ = Not Required

REASONING ABILITY:

- ☒ Complete routine, repetitive tasks with simple instructions
- ☒ Follow detailed instructions that require few changes
- ☒ Follow detailed procedures with several potential variables
- ☒ Accurately interpret behaviors and nonverbal communication and act on decisions
- ☒ Demonstrate logical or deductive thinking
- ☒ Provide creative, innovative solutions to job problems

CALCULATIONS:

- ☒ Perform simple copying, addition, counting, subtraction
- ☒ Perform multiplication and division
- ☐ Understand the metric system and conversions
- ☒ Manipulate fractions, decimals, and percentages
- ☒ Understand and use statistics
- ☒ Understand and use charts and graphs
- ☐ Understand and use advanced mathematics
- ☐ Understand the theoretical application of statistics and complex math

LANGUAGE:

- ☒ Read and understand product labels, policies written at the 10th grade level
- ☒ Follow verbal or demonstrated instructions
- ☒ Explain simple directions, copy data from one form to another
- ☒ Complete form letters or answer routine correspondence
- ☒ Compose correspondence independently
- ☐ Read and interpret complex technical material
- ☐ Speak and understand a second language
- ☒ Prepare complex reports and documents
- ☒ Speak with individuals and small groups in an articulate manner
- ☒ Speak at meetings and before groups in an articulate manner using prepared materials and on a spontaneous basis

By signing below, I indicate that:

1. I have been given the opportunity to thoroughly read the job description above,
2. I understand that I may request an accommodation to perform the essential functions of the position, and
3. I can perform the essential functions of this position without accommodation.

Print Name: _____

Signature: _____ Date _____

Clackamas Education Service District is proud to be an equal opportunity workplace. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills and experiences within our workforce along with the students and families that we serve.