

**ADMINISTRATIVE ASSISTANT II -BILINGUAL (SPANISH)****JOB SUMMARY**

The Administrative Assistant II-Bilingual (Spanish) provides clerical and secretarial support to a District-wide administrator. The Administrative Assistant II-Bilingual (Spanish) assists the assigned administrator in carrying out functional responsibilities and relieves the assigned administrator of administrative detail. The Administrative Assistant II-Bilingual (Spanish) speaks, reads, and writes in both English and Spanish, and translates and interprets from English to Spanish and vice versa.

**REPRESENTATIVE DUTIES**

The position description describes the general nature of work performed.

**ESSENTIAL JOB FUNCTIONS**

- Assists assigned administrator in carrying out functional responsibilities.
- Relieves the administrator of routine administrative detail.
- Translates written communications from English to Spanish and Spanish to English.
- Interprets proceedings, meetings and other forms of oral communication from English to Spanish and Spanish to English.
- Composes written communications in English and Spanish.
- Provides support in Spanish for various activities (e.g., proctoring student testing and providing instructions in Spanish).
- Supports department programs such as administering testing (e.g., training proctors, test security and inventory of test materials, and processing work permits in accordance with legal requirements as assigned).
- Compiles, enters and verifies data and produces reports (e.g., updating student information in the Student Information System including generating end-of-year and other reports for agencies such as CALPADs; querying, cleaning and uploading SBAC, ELPAC, language fluency, and Star data for all students, and querying and organizing Multilingual Learner enrollment data).
- Coordinates personnel processes, e.g., timesheets, evaluations, attendance tracking and assignments.
- Receives, screens and processes visitors, telephone calls, and mail.
- Provides information and directs inquiries to appropriate staff.
- Evaluates situations and determines appropriate action to take.
- Maintains current, organized, and secure records, complying with established practices and policies.
- Coordinates activities such as events and schedules, prepares agendas, attends meetings, and takes meeting minutes.
- Applies and clearly explains District and worksite policies and procedures.
- Monitors budget, e.g., may process orders, payments and requisitions and inventory supplies.
- Assists other office staff in completing work assignments.
- Attends professional development as related to duties and assignments.
- Performs other job-related duties as assigned.

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### ADMINISTRATIVE ASSISTANT II -BILINGUAL (SPANISH)

#### JOB REQUIREMENTS - MINIMUM QUALIFICATIONS

##### **KNOWLEDGE OF:**

- Current, up-to-date office practices and procedures.
- Telephone techniques and etiquette.
- Electronic and manual recordkeeping practices.
- Computer-based applications such as word processing, databases, spreadsheets, calendars, and email.
- Workplace math such as arithmetic operations, percents, rounding, and problem solving.
- Correct English and Spanish usage, grammar, spelling, punctuation and vocabulary.
- Correct translation/interpretation from English to Spanish and vice versa.
- Business writing, proofing and editing in English and Spanish.

##### **ABILITY TO:**

- Read, speak, write and translate/interpret fluently in English and Spanish.
- Monitor budget expenses, process payments and order supplies.
- Coordinate and schedule activities, meetings and events.
- Compose written communications applying correct English and Spanish usage, grammar, spelling, punctuation and vocabulary.
- Adapt to changing work priorities.
- Operate a variety of office equipment.
- Use current, up-to-date computer-based applications such as word processing, databases, spreadsheets, calendars and e-mail to perform job duties efficiently.
- Keyboard information accurately and at a rate of speed sufficient to complete required tasks.
- Provide information to staff, students, parents, and the public.
- Communicate with courtesy, diplomacy and tact.
- Learn, apply and clearly explain District and worksite policies and procedures.
- Understand and resolve issues, complaints and problems.
- Work effectively, independently and as part of a team with minimum supervision.
- Maintain confidentiality of sensitive information.
- Establish and maintain cooperative working relationships with others.
- Organize, safeguard, and comply with recordkeeping practices and policies.
- Compile, enter and verify data and produce reports.
- Perform accurate math calculations.
- Plan, prioritize and organize work, schedules and timelines.
- Work with constant interruptions.
- Exercise appropriate judgment when making decisions.
- Complete routine tasks thoroughly, accurately and with attention to detail.

#### **EDUCATION AND EXPERIENCE**

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. Two years of increasingly responsible clerical and secretarial experience involving recordkeeping and frequent contact with the public is required.

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### ADMINISTRATIVE ASSISTANT II -BILINGUAL (SPANISH)

#### DISTINGUISHING CHARACTERISTICS

The Administrative Assistant II-Bilingual (Spanish) is a classification within the Administrative Support series. Positions in this series provide clerical and progressively more responsible secretarial and administrative support as the series progresses.

The **Administrative Assistant II-Bilingual (Spanish)** assists the assigned administrator in carrying out his or her functional responsibilities. Assigned duties require a working knowledge of the program or functions for which the Administrative Assistant II-Bilingual (Spanish) supports, and the ability to speak, read, write and translate/interpret fluently in English and Spanish.

Differentiation between Administrative Assistant II-Bilingual and positions above and below are distinguished as follows:

The **Administrative Assistant III** provides assistance to the Principal of a middle school or continuation high school, or a department with multiple functions. Positions in the Administrative Assistant class exercise a higher level of independence, confidentiality and discretion, and have knowledge of middle or continuation high school or department operations, policies and procedures. The Administrative Assistant III does not perform any duties which require the use of a language other than English.

The **Administrative Assistant II** assists the assigned administrator in carrying out his or her functional responsibilities and performs duties requiring a working knowledge of the program or functions for which the Administrative Assistant II supports. The Administrative Assistant II does not perform any duties which require the use of a language other than English.

#### REQUIRED TESTING

Pre-employment testing and assessment is required in order to demonstrate the minimum qualifications for the position.

#### CERTIFICATES

None

#### CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

#### CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

#### WORKING ENVIRONMENT

The usual and customary methods of performing the job functions requires the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

Never = 0%

## CLASSIFIED

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Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back
Seldom/Occasionally	pushing and pulling, reach above shoulder, reach at shoulder
Occasionally	walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet,
Occasionally/Frequently	handling/simple grasping, sitting, neck flexation/rotation, fingering/fine manipulation, reach below shoulder

### AUDITORY OR VISUAL REQUIREMENTS

Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

### ENVIRONMENTAL CONDITIONS

None

### TRAVEL

Ability to travel to and from various school sites as needed.