



# Administrative Assistant II – Non-Supervising

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## OVERVIEW

Reporting to the department head/manager/supervisor, the Administrative Assistant II manages the Department's administrative services including coordinating office procedures, records management and monitoring accounts. The position operates in an environment of high volumes of work with constant interruptions and changing priorities.

### **POSITION DESCRIPTION ADMINISTRATIVE ASSISTANT II – (NON-SUPERVISING)**

#### **AA2N-1**

Coordinates administrative services for the department including implementing and updating established administrative policies, procedures and services

#### **AA2N-2**

Provides records management services for the department which includes the preparation and tracking of confidential and technical information to maintain accurate and current organizational data

#### **AA2N-3**

Responds to inquiries from District staff, parents, students, the public and Trustees and acts as a resource or contact person for the department

#### **AA2N-4**

Administers and monitors program/department budget allocations; coordinates purchases, reviews monthly financial transactions posted to the accounts

#### **AA2N-5**

Researches, extracts and collates information for preparation of memoranda, reports and other documents for internal and external distribution

#### **AA2N-6**

Composes correspondence, memoranda, reports, forms and email as required and may edit and format draft documents as requested by department staff

**AA2N- 7**

Collects and checks all CUPE timesheets and forwards to supervisor for signature, monitors and verifies Daily and Weekly Absence Reports, and notifies supervisor of any discrepancies

**AA2N-8**

Inputs information from a variety of source documents utilizing various computer programs

**AA2N-9**

Assists with workshops and meetings, including scheduling, drafting and distributing the agenda, preparing materials, ordering refreshments and related supplies as required and recording and transcribing meeting minutes

**AA2N-10**

Performs other assigned comparable or transient duties which are within the area of knowledge and skills required by this job description

**QUALIFICATIONS**  
**ADMINISTRATIVE ASSISTANT II- NON-SUPERVISING**

<b>EDUCATION</b>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>Grade 12 or equivalent and; One (1) year post-secondary Office Administration Certificate including course work in basic accounting, records management and computer skills. (Must demonstrate bookkeeping competency by passing a related district test)</p>
<b>EXPERIENCE</b>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>Two (2) years advanced administrative experience</p>
<b>KNOWLEDGE</b>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>Extensive knowledge of database management, spreadsheet and word processing applications</p> <p>Broad knowledge of records management Broad knowledge of project management</p> <p>Broad knowledge of bookkeeping principles (including month end statements and non-public funding)</p> <p>Broad knowledge of budget preparation and control procedures</p> <p>Basic knowledge of the school system and a willingness to gain an understanding of District policies and procedures as they relate to the department</p> <p><b><i>JOB SPECIFIC REQUIREMENTS (when required)</i></b></p> <p>Broad knowledge of the Student Information System (SIS)</p> <p>Broad knowledge of a formal technology environment</p> <p>Basic knowledge of the procurement practices</p> <p>Basic knowledge of Human Resources practices and dispatch</p> <p>Basic knowledge of capital budgets and the construction industry</p> <p>Working knowledge of automated accounting systems and Generally Accepted Accounting Principles (GAAP) requirements</p>

<p><b>SKILLS AND ABILITIES</b></p>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>Keyboarding at 60 W.P.M.</p> <p>Ability to perform job related mathematical calculations</p> <p><b><i>PROBLEM SOLVING REQUIREMENTS</i></b></p> <p>Ability to organize work in order to coordinate and direct the administrative work of the department</p> <p>Ability to prioritize work in a busy environment often under pressure and multiple demands</p> <p>Ability to work well independently and as a member of a team</p> <p>Ability to compose business correspondence</p> <p><b><i>INTERPERSONAL REQUIREMENTS</i></b></p> <p>Ability to maintain confidentiality of sensitive information seen or heard</p> <p>Effective written and oral communication skills and the ability to request and convey information in an effective and engaging manner</p> <p>JOB SPECIFIC REQUIREMENTS (when required) Speed writing or note taking at 80 W.P.M.</p>
<p><b>WORKING CONDITIONS</b></p>	<p><b><i>OCCUPATIONAL REQUIREMENTS</i></b></p> <p>Sufficient vision and hearing to perform related job duties</p> <p>Able to perform physical and mental activities related to job duties</p> <p>Able to occasionally lift up to 18 kg (40 lbs) and operate related equipment</p>

Reviewed November 2021