

[Go Back](#)

NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : ADMINISTRATIVE ASSISTANT II
Code: 080040 FMA
Page : 1 of 1
Competitive

GENERAL STATEMENT OF DUTIES

Directs and supervises the routine clerical administrative detail of a school system; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision of the Superintendent of Schools, the position involves responsibility for carrying out the administrative details in a school district, including budgeting, purchasing, account keeping, and general business administration. The duties and responsibilities of this position are performed with considerable leeway for independent action within the established policies of the school district. Supervision is exercised over subordinate personnel. Generally, the duties are of an office management nature.

TYPICAL DUTIES

1. Assists in preparation of school budget, preparing specifications for purchases, handling bids and issuing purchase orders; often represents superior in contact with public and division heads.
2. Assists in making studies of changes in organization, methods and procedures.
3. Assists in interviewing and hiring clerical staff and confers with supervisors on staffing problems.
4. Acts as Administrative Secretary to Superintendent of Schools.
5. Performs a variety of difficult special assignments.
6. Acts as office manager.
7. Assists in keeping financial records of school district, as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of financial account-keeping practices and procedures.
2. Knowledge of theories, principles, and practices of office management.
3. Ability to plan, organize, and direct the work of others.
4. Ability to work independently within scope of general instructions.
5. Ability to present data and reports clearly and concisely in either oral or written form.
6. Ability to solve administration problems.

MINIMUM QUALIFICATIONS

Training and Experience

Bachelor's degree from a regionally accredited or New York State registered college or university
and

Two years of responsible experience in office management.

NOTE: Office clerical experience may be substituted for college education on a year-

for-year basis up to a maximum of four years, of which two years must have been at an office management or supervisory level.

[Go Back](#)