Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 4/5/2023

Administrative Assistant II

Pay Scale: B
Level: 6
FLSA Status: Non-Exempt
Job Family: Central Office Support
Primary Location: Administration Building or other Central Office location

Job Overview

This is clerical and administrative support work performed in central office. An employee in this class performs moderately difficult to semi-complex office operations requiring proficient office skills. The Administrative Assistant II is responsible for the efficient clerical operation of the office and for providing clerical services to staff. The employee composes routine and specific correspondence on matters for the supervisor's signature, prepares written correspondence from rough notes, and compiles and maintains a variety of information and data. Employees at this level perform a full range of duties as assigned, working independently and exercising judgment and initiative.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Responds to request for information made from the general public, staff, and or other interested parties
- Answers questions within area of authority; directs callers/visitors to appropriate location or staff member
- Provides administrative and program specific support to office staff
- Provides general guidance and tier II support to Administrative Assistant Is
- Prepares a variety of general and specific correspondence, logs, paperwork, invoices and purchase orders, forms and or other related information to ensure accuracy and completeness
- Receives, sorts, and distributes a variety of correspondence, deliveries, and mail
- Files electronic and hard copy documents of a routine and confidential nature alphabetically, numerically, or by other prescribed methods established with filing systems
- Makes copies, and or sends documents electronically, by fax, or via mailing
- Reviews and maintains calendars for the supervisor, and schedules appointments and or meetings
- Assists with the organization and preparation of meeting space, procures refreshments and assists with technical support
- Prepares information for inclusion in special reports and summaries, frequently checking against a variety of records in order to ensure complete and accurate information
- Operates PC word processing programs producing correspondence, bulletins, technical and non-technical material, letters, memos, and reports
- Operates office specific software programs including managing databases; monitoring activities, updating and verifying information
- Maintains office files and records for information regarding administrative procedures and policies, regulations, personnel, organization, and reports relative to the department's activities
- Makes travel arrangements for the supervisor including verifying itinerary, booking flights and lodging, collecting of receipts; submitting all required documents to the appropriate personnel, department or office
- Inputs data from financial transactions documents into office accounting spreadsheets or systems

- Monitors office supply levels and orders supplies as necessary

Qualifications
Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education
High School Diploma or GED

Experience
Progressively responsible experience in performing general office clerical or administrative support work

Licenses and Certifications

Knowledge, Skills and Abilities
- Ability to post and maintain a set of accounts; to process varied accounting transactions; to reconcile accounts, including tracing errors and resolving discrepancies; to search for, select, compile, and summarize data; to interpret and apply instructions and guidelines to specific situations
- Ability to compose a variety of memoranda or letters from general instructions, maintain complex records, and to assemble, organize, and prepare data from records
- Ability to determine work priorities; to maintain confidentiality; to work independently; and to work effectively during periods of heavy workloads and tight deadlines
- Thorough knowledge of business English, spelling, general vocabulary, and arithmetic
- Considerable knowledge of standard office equipment, including desktop PCs, scanners, printers, photocopiers and facsimile machines, and software including Microsoft Access, Excel, Word, and PowerPoint
- Good human relations and communications skills

Physical Requirements
The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment
The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.