VENTURA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ADMINISTRATIVE ASSISTANT II/ACCOUNTING ASSISTANT II

BASIC FUNCTION:
Under the direction of the assigned management, perform complex and responsible secretarial and administrative duties to assist the Director with administrative matters requiring knowledge of the Ventura County Office of Education (VCOE) and department's organization, operations, policies and objectives and other guidelines, codes and laws. From time to time, perform a variety of complex accounting clerical duties and process a variety of financial and statistical statements, documents, records and reports.

REPRESENTATIVE DUTIES:
Perform complex and responsible secretarial duties to assist a Director with administrative matters; plan, organize and coordinate activities to assist the Director with minor administrative matters; assure timely communications between department and VCOE employees and County, State, and federal agencies; E

Organize and coordinate assigned tasks to assure the proper and timely completion of work; assure work is completed in accordance to established standards and procedures; E

Greet visitors and answer telephones; provide information or redirect visitors and callers to appropriate personnel; provide detailed information and answer questions regarding VCOE and department programs, policies, procedures and regulations; gather data and information and reply to various requests, inquiries and surveys; E

Research, compile, and organize data from various sources to assist with special assignments and to prepare statistical and narrative reports and projects; compose correspondence independently; determine appropriate format and presentation; E

Maintain and generate Memoranda of Understanding (MOU) agreements and contracts with various outside agencies and vendors. Work with various department personnel to process MOUs, agreements and AR and AP contracts. Retain files, audit and process payments for all AP contracts; E

Compose, edit, prepare and distribute correspondence and memoranda, inter-office communications, forms, flyers, handbooks, brochures and other materials independently or as instructed orally and/or in writing; utilize appropriate format and presentation; maintain a variety of complex files and records at times involving sensitive materials in a confidential manner; E

Schedule, arrange and confirm appointments and meetings, including workshops, meetings, conferences and appointments with other VCOE departments, school districts, and agencies; maintain the administrator's calendar; arrange travel reservations and lodging accommodations as necessary; E

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Review and check accounting and other documents to verify accuracy, completeness and conformance to applicable guidelines, rules and regulations; prepare documents for signatures and proper authorization; E

Assist in auditing and processing accounts payables as needed; E

Provide coverage for Records Retention Assistant during vacation and absences; E

Operate a variety of office equipment including a personal computer, typewriter, FAX machine, copier, and ten-key calculator; be proficient in word and excel programs; E and

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Advanced secretarial and clerical methods and responsibilities;
Advanced clerical accounting principles and techniques involved in financial record-keeping, monitoring and control as they relate to school district policies and the assigned department; VCOE and department organization, operations, policies, objectives, and terminology;
Applicable sections of the State Education Code and other applicable laws;
Operation of computer equipment and various software applications used within the department;
Basic budget preparation and monitoring and control methods;
Methods, practices, procedures and terminology used in financial record-keeping;
VCOE purchasing and accounting procedures and policies;
Financial and statistical record-keeping techniques;
Principles of training and providing work direction;
Modern office practices, procedures and equipment;
Report writing techniques;
Correct English usage, grammar, spelling, punctuation and vocabulary;
Oral and written communication skills;
Interpersonal skills using tact, patience and courtesy;
Telephone techniques and etiquette; and
Basic research methods.

**ABILITY TO:**

Perform responsible secretarial and clerical work related to assigned functions and programs;
Organize, coordinate and oversee office activities;
Make arithmetic calculations quickly and accurately;
Perform a variety of complex accounting clerical duties related to an assigned area having County-wide responsibility;
Perform a variety of complex accounting clerical duties involving independent judgment and initiative;
Perform responsible record-keeping duties with a high degree of skill and accuracy;
Track purchase orders and budget documents;
Read, interpret, apply and explain rules, regulations, policies and procedures;
Plan and organize work;
Meet schedules and time lines;
Audit, verify, balance and adjust accounts;
Assign and review the work of others;
Train and provide work direction to others;
Analyze situations accurately and adopt an effective course of action;
Maintain a variety of records including statistical and financial data;
Operate a microcomputer, computer terminal, and related software applications to enter data, maintain records and generate reports;
Type at 55 words net per minute from clear copy;
Compose correspondence and written materials independently;
Prepare reports by gathering and organizing data from a variety of sources;
Work independently with little direction;
Establish and maintain effective working relationships with others;
Work confidentially with discretion;
Work efficiently with many interruptions; and
Schedule and coordinate arrangements for travel, meetings, workshops and conferences.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science, business administration, or a related field and four years of increasingly responsible secretarial experience. Plus, three years of increasingly experience with financial and statistical record-keeping.

LICENSES AND OTHER REQUIREMENTS:
Some positions in this classification may require a valid California driver's license.
Some positions in this classification may require the ability to speak, read, and write a designated second language.

WORKING CONDITIONS:
ENVIRONMENT:
Is subject to inside environmental conditions; subject to interruptions.

PHYSICAL ABILITIES:
Require vision (which may be corrected) to read small print;
May be required to work at a video display terminal for prolonged periods;
Dexterity of hands and fingers to operate a computer and standard office equipment;
Sitting or standing for extended periods of time;
Walking, climbing stairs, reaching above the shoulders and horizontally to retrieve files and supplies;
Lifting objects weighing up to 20 pounds; and
Hearing and speaking to exchange information on the telephone or in person.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.

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