

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**  
**Job Description: Administrative Assistant, High School Support**

**BASIC FUNCTION:**

Under general supervision of the assigned administrator(s), to perform responsible and responsible secretarial and clerical functions; to relieve supervisor of clerical detail and to perform routine administrative aide functions; and to do other related work as required.

**ESSENTIAL DUTIES:**

- Serves as an administrative assistant to the Assistant Principals of the High School.
- Performs highly responsible administrative, secretarial/clerical, and office functions; assists in arranging and coordinating department assignments and activities (which include testing program coordination, student discipline, school site council, safety and security issues.)
- Serves as a major program information resource person, acting as liaison between schools, departments, central office, and other locations. Dispenses pertinent information and direction to students, parents, staff, and visitors.
- Attends meetings as recorder, preparing minutes from notes. Types and composes a variety of materials from brief verbal and written instruction.
- Compiles, develops, and designs reports, handbooks, newsletters, and special projects from a variety of sources.
- Schedules meetings and appointments; reserve meeting sites; contacts and confirms appointments and meetings.
- Maintain a variety of complex personnel records, time sheets, lists, files and records, including confidential materials.
- Reviews and screens incoming correspondence and communications routed to supervisor.
- Refers specific communications or correspondence to appropriate staff members for the gathering of data or for a response.
- Plans follow-up activities to ensure that the time lines are met; arranges correspondence for supervisor's personal reply in the order of a predetermined priority with appropriate background materials available for reference.
- Independently or in accordance with general instructions, composes correspondence concerning a wide range of subjects requiring a thorough knowledge of policies, regulations, and operational procedures.
- Reviews outgoing correspondence and other materials for consistency with policies, regulations, operational procedures, formatting, grammatical construction, and punctuation.
- Drafts documents pertaining to a wide variety of subject areas, including materials that may be of a privileged or sensitive nature.
- Serves as an administrative aide by receiving and responding to inquiries from either office visitors or from telephone contacts.
- May prepare input data for a computerized record management, storage, and retrieval system, and utilizes the output reports on the office operational functions.
- Maintains a variety of records and files, which may include student, personnel, expenditure and a variety of other related records and files.

**OTHER REPRESENTATIVE DUTIES:**

- May schedule and organize the clerical functions of the office to which assigned.
- May assist with budget planning and expenditure control.
- May administer first aid to students and determine when to seek appropriate emergency assistance.
- May perform a variety of functions and tasks related to the enrollment of students and in preparing material and records for students who are leaving the District.

- Engage in cross training on school or district functions and demonstrate use of knowledge to support office needs.
- Participates in job-related or District trainings as required.
- Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

- Organization and coordination of above average clerical functions
- Basic techniques and strategies of function organization and follow-through
- Modern office practices and equipment, including automated record management, filing systems, receptionist and telephone techniques, and correspondence and report writing
- Basic methods and techniques of organization and planning
- Appropriate English usage, spelling, punctuation, and grammar, and arithmetical concepts

**Ability to:**

- Learn, interpret, and apply legal mandates, policies, rules and regulations, and operational procedures
- Assume responsibility for routine administrative detail
- Analyze situations correctly and adopt an effective course of action
- Assure efficient and timely and accurate completion of projects and activities
- Perform duties effectively with many demands on time and constant interruptions
- Compose correspondence independently; compile data and prepare reports
- Establish and maintain comprehensive and accurate files and records, and prepare concise and complete reports as required
- Perform complex and technical clerical work requiring accuracy and attention to detail
- Work confidentially with discretion
- Make arithmetical calculations with speed and accuracy;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships.

**MINIMUM QUALIFICATIONS:**

**Education:**

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in business office management, clerical, or related technical skill areas.

Valid CPR and First Aid certifications issued by an authorized agency and on file in the Human Resources Office.

**Experience:**

Two years of responsible and varied secretarial and clerical experience, including some experience in organizing and coordinating clerical functions.

**Personal Qualities:**

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy

- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

### **WORKING CONDITIONS:**

#### **Environment:**

- Indoor office environment.
- Constant interruptions.

#### **Physical Requirements:**

- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person and on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.
- Ability to operate computer, typewriter, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.
- Ability to frequently lift and move items weighing up to 20 pounds, including office supplies and printed materials.
- Ability to climb stairs.

#### **Operation of Vehicles, Machinery, and Equipment Requirements:**

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

#### **Mental and Emotional Requirements:**

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.
- Ability to learn the procedures, functions and limitations of assigned duties.