

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: ADMINISTRATIVE ASSISTANT I

BASIC FUNCTION:

Under the direction of a District Administrator provide assistance with varied and complex secretarial and clerical support services; relieve the administrator of administrative and clerical detail; organize office activities and coordinate the flow of communications for the administrator assigned.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the Administrative Assistant II classification in that incumbents perform administrative assistant type duties for a portion of a division. Incumbents in the Administrative Assistant II classification perform a variety of complex and technical administrative assistance involving an entire division such as Instruction, Human Resources and Employee Relations or multiple departments of a large division such as Business. Administrative Assistant II is to also provide leadership and direction to other clerical staff in that division.

REPRESENTATIVE DUTIES:

1. Organize and manage the day-to-day activities of a department office assuring efficiency of the office operations; coordinate communications; relieve the administrator of administrative detail
2. Take and transcribe dictation of letters and memoranda, including material of a confidential nature; compose independently or from oral instructions, letters requesting or providing information or dealing with routine matters not involved in policy questions
3. Compile reports and data for studies; assist in organizing materials for publication or special projects
4. Check reports, records and other data for accuracy, completeness and compliance with established standards
5. Initiate and answer telephone calls; schedule appointments and interview callers, including students, teachers, administrators, parents and others; furnish information of a general or limited technical nature; screen and refer calls as appropriate
6. Make minor decisions in accordance with laws and regulations and apply them to problem situations
7. Schedule, direct and supervise tasks of necessary additional clerical personnel as required by job assignments and workload
8. Arrange meetings, workshops or conferences by letter or telephone as required
9. Arrange for and send out notices of meetings; prepare agenda items from notes received from several sources; maintain records and prepare drafts of minutes for distribution to appropriate personnel

Administrative Assistant I continued

10. Monitor department budget; maintain log of expenditures and account balances for assigned department.
11. Open, sort and route mail for department
12. Maintain calendar for administrator; schedule appointments, make conference/travel arrangements as required
13. Maintain a variety of confidential information, files and records
14. Order, receive, inventory, store and distribute supplies and forms for department personnel
15. Maintain confidentiality of records and information, including information regarding Board, District, personnel, pupil or controversial matters
16. Perform job-related work as assigned

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:

School District organization, operations, policies and objectives
Applicable sections of the State Education Codes and other applicable laws
Department organization, rules and programs
Basic principles and practices of supervision and training
Modern office practices, procedures and equipment
Telephone techniques and etiquette
Record keeping techniques
Correct English usage, grammar, spelling, punctuation and vocabulary
Oral and written communication skills
Interpersonal relations skills using tact, patience and courtesy

ABILITY TO:

Work independently with little direction
Type at 60 words per minute net from clear copy
Analyze problems accurately and adopt an effective course of action
Understand and follow oral and written directions
Compose independently or from oral instructions letters, memos, bulletins or other material
Establish and maintain effective working relationships with others
Read, interpret and follow rules, regulations, policies and procedures
Operate various office machines such as typewriter, adding machine, calculator, copy machines and computer terminals
Make arrangements for meetings, workshops and conferences
Maintain records and prepare reports
Maintain a variety of filing systems
Make arithmetic calculations with speed and accuracy
Meet schedules and time lines
Plan and organize work
Work confidentially with discretion
Communicate effectively both orally and in writing
Type from transcribing equipment
Attend meetings, conferences and workshops
Complete work with many interruptions

Administrative Assistant I continued

EDUCATION AND EXPERIENCE:

Any combination equivalent to: completion of two years of college with a major in secretarial science or related business field and three years of increasingly responsible secretarial experience

WORKING CONDITIONS:

Subject to sitting for extended periods of time; occasionally kneel, crouch, bend, stoop, stand, work with arms above shoulder level; work at computer for extended periods of time requiring close/distance vision; color vision, peripheral vision, depth perception and the ability to adjust focus; frequent use of telephone; lift, carry, pull, push up to 25 lbs., typical office environment subject to tight deadlines and working in difficult interpersonal situations

SALARY RANGE: 74

ADOPTED BY PERSONNEL COMMISSION: April 13, 2005
APPROVED BY BOARD OF EDUCATION: April 25, 2005