



**Administrative Services
District Administrative Assistant**

JOB SUMMARY

Under the general direction, serves as District receptionist; provides specialized clerical support to the Superintendent's office and the Administrative Services Department, and supports Human Resources functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative Assistant

- Meets and greets visitors, answers the main District Office telephone line, and provides factual information to staff and community members regarding the district.
- Sorts and distributes incoming mail and prepares outgoing mail/packages.
- Monitors and schedules the boardroom calendar.
- Distributes paychecks on the last workday of the month.
- Performs a wide variety of clerical work including typing, proofreading, filing, mailings, and recording information.

Administrative Services and Human Resources Support

- Assists with collecting and distributing new certificated substitute teacher employment packets received from the substitute consortium.
- Assists in administering applicant testing and in setting up interviews.
- Assists with distributing, collecting and processing pre-employment packets.
- Assists with the onboarding process for new employees including creating Employee ID badges.
- Maintains and distributes the classified substitute list to the district office staff and Office Managers.
- Enters employee demographic information in the personnel database.
- Assists with data entry in absence management systems.
- Assists with employee data collection.
- Assists Administrative Services by editing Board policies.
- Coordinates CPR classes for District employees.
- Assists with new teacher orientation and annual celebrations.
- Assists with annual distribution of required employee notifications.
- Assists with data entry in various platforms such as but not limited to Athens Claims Portal, BenefitFocus, and Employment Development Department.

- May assist with Cobra deposits.
- Assists with purchasing supplies and monitoring inventories.
- Performs other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Customer service and human relations
- Human Resources Data Systems such as PeopleSoft, Frontline, Benefitfocus
- Data collection
- Modern office procedures, equipment, and communication systems
- Computer use including Microsoft Office Suite
- Preparation of business correspondence
- Proper English usage, spelling, grammar, and arithmetic

Ability to:

- Perform a variety of tasks involving use of independent judgment, with accuracy and speed
- Use interpersonal skills with tact, patience and courtesy
- Exercise good judgment and maintain high levels of confidentiality
- Be flexible, patient, and able to work under pressure
- Communicate clearly and concisely, both orally and in writing
- To interact with district and school site staff, parents, community members and the public
- Proficiently operate computer and standard office equipment
- Independently compose correspondence
- Maintains regular and consistent attendance

Education and Experience:

- Equivalent to completion of twelfth grade
- One year of experience performing specialized clerical work
- Proven working experience in similar roles
- Customer service and human relations

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, or crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

OTHER:

Possession of an appropriate, valid California driver's license and employee-provided transportation required.

Range: 10.5

Approved: June 1, 2021