

	ADMINISTRATIVE SPECIALIST	<p style="text-align: right;">Classified Position</p> <p>Initial Date: May 1, 1987 Board Approval: Revision Date: April 20, 2021 Personnel Commission: Range: 51</p> <p>Reports to Director Administrator</p>
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DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To plan, organize and perform highly responsible, complex, sensitive and confidential secretarial and administrative support services for a District Office Division Head. Employees in this classification receive limited supervision within a framework of standard policies and procedures. This job class requires a high level of secretarial and organizational skills as well as in depth knowledge of policies, procedures, standards and requirements of Division to which the position is assigned. This job class functions in a highly visible and independent manner and includes extensive contact with District staff members and the general public requiring a high degree of tact, discretion and judgment.

DISTINGUISHING CHARACTERISTICS:

Positions allocated to this class provide secretarial and administrative support to a Division Head (Senior District Office Administrator). Incumbents are responsible for providing broad based, skilled secretarial functions and for relieving assigned administrator of routine details in support of Division activities.

REPRESENTATIVE DUTIES:

- Plan, organizes, and performs clerical, secretarial and administrative support functions related to activities and operations of Division to which assigned.
- Maintains computerized budget and other Division records and processes related material.
- Composes and types or word processes correspondence on own initiative on matters not requiring personal attention of Division Head.
- Takes dictation and transcribes notes; types or word processes reports, Board packet material, memoranda and other important documents; compiles and writes reports in accordance with written or oral instructions from Division Head.
- Answers Division Head's telephone, responding to or directing calls, as appropriate.
- Acts as a resource or reception person and provides information and assistance regarding Division programs, operations, activities, policies, and procedures to District staff and general public with tact and discretion.
- Prepares agendas and handouts for Division meetings; may transcribe and distribute minutes.
- Opens, reviews, sorts, prioritizes and routes incoming mail.
- Maintains files and handles details relating to policy development, employer-employee relations, and related matters.
- Maintains general files and handles details on matters involving or affecting Division to which assigned.
- Performs related duties similar to the above in scope and functions as required.

EMPLOYEE STANDARDS:

Knowledge, Skills and Abilities Required:

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
- Knowledge of proper office methods and practices including word processing, record keeping systems, receptionist and telephone techniques, and letter and report writing.
- Knowledge of financial record keeping methods and practices.
- Ability to perform a variety of highly responsible secretarial support functions with speed and accuracy.

- Ability to learn, interpret and apply procedures, standards and requirements of Division to which assigned.
- Ability to learn, interpret relevant District rules and policies and apply them with good judgment.
- Ability to Establish and maintain a wide variety of manual and computerized records and files.
- Skill in maintaining confidentiality of policy development and employer-employee relations materials.
- Ability to analyze situations and take appropriate action regarding routine procedural matters without immediate supervision.
- Ability to perform arithmetical calculations with speed and accuracy.
- Skill in learning and using computer systems and office software programs as appropriate to assignment.
- Ability to pass a standardized test at 65 words net per minute. Take dictation as a rate of 100 words net per minute and transcribe it accurately.
- Skill in effectively communicating in both oral and written form.
- Ability to prioritize and coordinate work flow to meet timelines.
- Skill in operating a variety of office equipment such as typewriter, calculator, copier, computer and printer.
- Ability to establish and maintain effective work relationships with those contacted in the performance of required duties.

WORKING CONDITIONS:

- Dexterity of hands and fingers to operate standard office equipment including a typewriter or computer terminal to type letters, reports and other materials, bending, reaching to maintain files; hearing to answer telephones; speaking to exchange information, and sitting and operating a keyboard to enter data into a computer terminal for extended periods of time.
- Moderate to high stress level.

ENVIRONMENTAL CONDITIONS:

- Indoor office environment.
- Temperature - normal climate.

CONTACTS:

- Daily contact with school and District staff.
- Occasional contacts with parents, community members and outside agency personnel.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. A typical way to obtain these would be:

- Two years of college or high school graduation with two years of business college.
- Four years of previous secretarial experience, one year in a school district desirable.
- District experience in a related field may be substituted for formal education.

OCCUPATIONAL CERTIFICATES/LICENSES:

- First Aid and CPR certification.

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.