

WISEBURN UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE ASSISTANT

Classified Position

DEFINITION:

Under general supervision of a District Office administrator, to perform responsible secretarial duties and data processing services; to assist a District Office administrator with the organization and formatting of assigned programs; and to perform related duties as assigned.

REPORTS TO: Assigned District Office Administrator

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant is distinct from the classification of Executive Assistant in that there are roles and responsibilities unique to a Cabinet level position. It is distinct from the School Office Manager classification in that it has no duties associated with school site operations.

EXAMPLES OF DUTIES:

- Serves as secretary to a District Office Administrator. E
- Provides data analysis from a variety of databases and software programs. E
- Orders and maintains supplies appropriate to the needs and purpose of the department. E
- Takes dictation and types minutes. E
- Types correspondence, notes and reports containing a substantial amount of technical terminology from brief oral instruction or notes. E
- Conducts continuing correspondence independently on procedural or informational matters with little or no review by the supervisor. E
- Assists the instructional staff, consultants, and the public by answering questions involving the knowledge of policies, procedures, and regulations. E
- Checks records, reports, and other data for accuracy, completeness and compliance with established procedures and standards. E
- Makes appointments for immediate supervisor and consultants and arranges facilities, materials and schedules for a variety of meetings, both internal and with the public. E
- Processes a variety of forms, documents, and applications for multiple programs and purposes. E
- Prepares and transmits routine, confidential or controversial information. E
- Compiles data from a wide variety of sources and transmits appropriate reports to schools, offices or agencies. E
- Enrollment of students in special programs, categorical programs, state or federal programs. E
- Coordinate transportation for special programs and special events. E
- Maintains files of confidential materials. E
- Organizes data so as to be useful to data users. E
- Assists staff in the design and control of district initiated programs. E
- Supports principals and teachers with a variety of projects as needed. E
- Assists in the design and implementation of district needs assessments and program research. E
- Conducts student, staff, and other parent surveys as required. E

- Prepares a variety of reports as assigned. E
- Process other electronica data as required. E
- Performs other duties as required.

DESIRABLE QUALIFICATIONS:

Knowledge of:

- Ability to use a variety of software programs and databases to maintain records and generate reports including word processing, spreadsheets etc.
- Modern office practices and procedures
- English usage, including vocabulary, spelling, grammar, and punctuation.
- State and Federal education codes and compliance laws
- Standard office machines and their operations
- A second language

Ability to:

- Perform responsible secretarial and stenographic work with accuracy and speed
- Learn specific rules, laws, and policies quickly and apply them with good judgment in a variety of procedural matters without close supervision.
- Compile and maintain accurate and complete records and reports and devise improvements as necessary
- Meet the public and faculty courteously
- Understand and follow oral and written directions
- Type at a rate of 60 words per minute from clear copy
- Take dictation at the rate of 90 words per minute and transcribe accurately
- Establish and maintain cooperative and effective working relationships with those contacted during the course of work, internally and externally.
- Speak and understand Spanish.

Experience:

Two years or responsible secretarial and computer experience.

Education and/or Licensure:

A high school diploma or its equivalent including or supplemented by courses in typing, office methods and stenography.

WORKING CONDITIONS:

Office environment, subject to constant interruptions.

Physical Abilities:

Vision (which may be corrected)	to read small print and maintain records
Hearing (which may be corrected)	to communicate with staff, to talk on phone
Speech	to communicate with staff, to talk on phone
Dexterity of hands and fingers	to operate office equipment
Sitting for prolonged periods of time	to perform required duties

Bending at the waist	to pick up office materials/equipment
Strength	to lift, push, pull and/or carry objects which may weigh as much as 25 lbs on an occasional basis

Revised: December, 2021

Approved: 08/17/2022