



JOB DESCRIPTION

Position Code: 918
Classified Group: Confidential
Salary Range: C-27
Work Days: 260
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POSITION TITLE: Administrative Assistant to the Board of Education

DEFINITION: Under general direction, performs a wide variety of confidential and responsible secretarial and administrative tasks as secretary to members of the Board of Education.

DIRECTLY RESPONSIBLE TO: Board of Education

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Records, organizes and types minutes of meetings of the Board of Education, utilizing knowledge of legal requirements and synthesizing complex issues into understandable terminology.
2. Forwards copies of Board meeting minutes to the Board members.
3. Follows up on Board requests and actions.
4. Determines disposition of incoming correspondence and takes appropriate action such as composing responses independently or seeking direction on complex issues.
5. Processes details not requiring the attention of Board members.
6. Compiles information and prepares reports as requested by individual Board members.
7. Signs and executes official papers as directed by the Board.
8. Exercises discretion in communicating with administrative staff, employees, community members, parents and students.
9. Resolves problems with prompt attention, tact, and diplomacy.
10. Takes and transcribes dictation of a difficult and confidential nature.
11. Enters information into a word processing system from dictation, written or edited copy and proof reads entered data.
12. Assures completed forms comply with district conflict of interest policies.
13. Maintains files and submits forms as required by law.
14. Prepares agendas for Board meetings and supplies Board members with appropriate background information related to agenda items.
15. Notifies members of all Board meetings.
16. Maintains files on Board activities, records, proceedings, documents, and personal files for Board members.
17. May be required to perform work on the latest office machines.
18. Performs related work as required.

QUALIFICATIONS

Education and Experience:

Advanced education desirable; responsible secretarial experience in a large organization; experience in meeting the public and in an educational setting highly desirable, and either the ability to take dictation at a speed of 80 words per minute, or the ability to use personal computers including word processing applications.

Knowledge, Skills, and Abilities:

- Knowledge of office practices and procedures
- Knowledge of correct English usage, spelling, punctuation, grammar and composition
- Knowledge of mathematical skills to prepare a variety of reports
- Ability to interpret complex policies, procedures, directives, technical reports, Board back-up material, legal opinions and Education Code
- Ability to compose correspondence regarding legislative issues, policy interpretations, Board actions, and other complex and sensitive matters
- Ability to write clearly and concisely, explaining complex issues in understandable terminology
- Ability to compose Board of Education minutes, identifying significant issues and discussion
- Ability to speak in front of small groups
- Ability to learn sources of data in the district and the community, obtain and impart information courteously and accurately
- Ability to learn district organization, key personnel, and a variety of complex information
- Ability to screen a volume of communication and discriminate between routine and priority matters
- Ability to organize and maintain filing systems
- Ability to maintain confidentiality
- Ability to maintain composure under pressure
- Ability to perform research, compiling information from a variety of sources
- Ability to type accurately at 65 wpm
- Ability to take shorthand at a minimum of 80 wpm including the ability to translate notes verbally on demand at public meetings
- Ability to learn to program and operate a word processing system

WORKING CONDITIONS

Work Environment:

- Indoor office environment
- Moderate noise

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, in small groups, and/or on the telephone
- Move about school and facilities to conduct work, including sitting for long periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination

Other Characteristics:

- Ability to work evenings to take minutes at board meetings
- Ability to obtain Notary Public Commission and provide notary services to the District, employees and the public

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 10/31/1981
Revised: 4/26/1988
Revised: 1/14/1992 (Other Characteristics section)
Revised: 2/27/1996 (Title change only)
Revised: 10/14/1996
Revised: 10/30/2017 (Formatting only)