



JOB DESCRIPTION

Position Code: See Below
Classified Group: Confidential
Salary Range: C-14 to C-22
Work Calendar: 001
Page 1 of 3

POSITION TITLE: Administrative Assistant (Confidential)

CLASS CODES:

926—Administrative Assistant I (Confidential)
928—Administrative Assistant II (Confidential)
935—Administrative Assistant IV (Confidential)
929—Administrative Assistant V (Confidential)
836—Administrative Assistant VI (Confidential)
839—Administrative Assistant VII Confidential

CHARACTERISTICS OF THE CLASS:

This series describes ~~seven~~ *six* secretarial classes which may be categorized by the wide variety of difficult and responsible secretarial and administrative tasks assigned. The classes are distinguished by the degree of initiative, decision-making, direction received, the breadth of responsibility of the administrative unit and the level of administrator to whom assigned.

Administrative Assistant I (Conf) Serves as an assistant to an administrator with responsibility over a major function/department.

Administrative Assistant II (Conf) Serves as an assistant to a Senior Director with responsibility over a major function/department.

Administrative Assistant IV (Conf) Serves as an assistant to an Assistant Superintendent *or an Executive Director.*

Administrative Assistant V (Conf) Serves as an assistant to the General Counsel *or an Associate Superintendent.*

Administrative Assistant VI (Conf) Serves as an assistant to a Chief Officer.

Administrative Assistant VII (Conf) Serves as an assistant to a Deputy Superintendent.

These positions are considered confidential when incumbents, in the course of duties, have access to or possess information relating to employer-employee relations or negotiations. The degree of initiative, decision-making, direction received and the breadth of responsibility increases with the level of administrator.

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

1. Provides support to administrative personnel in performing a variety of office duties and specialized tasks, as assigned.
2. Prepares agendas and makes arrangements, such as schedules meetings, conferences, travel and appointments, and other related items.
3. Prepares reports, memos, letters, emails, and other documents using word processing, spreadsheet, database, or presentation software.
4. Composes correspondence independently or with only general direction and review.

5. Analyzes received memos, submissions, and correspondence for accuracy and plans for their distribution.
6. Prepares and/or compiles and summarizes annual budget information from departments and collaborates with fiscal services personnel as required.
7. Responsible for reviewing assigned budgets and submits updates and adjustments as directed.
8. Answers phone calls, provides information, and directs calls to appropriate parties or takes messages.
9. Explains division programs, policies and procedures to administrative personnel, other employees, and members of the community.
10. Compiles, transcribes, and distributes minutes of meetings.
11. Acts as liaison between office assigned and schools or departments.
12. Conducts research, compiles data and prepares reports for consideration and presentation by assigned administrator.
13. Maintains files, records and materials containing confidential information.
14. Maintains Keeps control files on matters in progress and expedites completion.
15. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Advanced education desirable with courses in business practice, English or human relations; previous secretarial or administrative assistant experience involving public contact.

Knowledge and Abilities:

- Knowledge of office practices and procedures
- Knowledge and skill in use of computers and associated software programs
- Knowledge of correct English usage, spelling, punctuation, grammar and composition
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Knowledge of basic mathematical skills to prepare a variety of reports
- Ability to read and interpret division policies and procedures, directives, reports, legal opinions, and Education Code
- Ability to compose a variety of correspondence and minutes independently
- Ability to prepare documents, reports, spreadsheets and other documents utilizing software programs
- Ability to handle multiple tasks, work under pressure and work with priorities/deadlines subject to frequent change
- Ability to communicate effectively both verbally and in writing with administrators, staff, students and the community
- Ability to analyze situations and adopt an effective course of action
- Ability to establish and maintain effective working relationships with administrators, district employees, and the community
- Ability to establish and maintain records and reports, and maintain a confidentiality of privileged information obtained in the course of work
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to establish priorities, plan and schedule work
- Ability to perform research, compiling information from a variety of sources
- Ability to illustrate a proficiency of software applications and skills related to the level of duties applicable
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Moderate noise
- Frequent interruptions and significant distractions
- Contact with dissatisfied and/or uncooperative individuals

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

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

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: 6/13/1989
Revised: 8/10/1993
Revised: 2/27/1996 (Title change only)
Revised: 10/14/1996
Revised: 6/12/2002 (Added Adm. Asst. To Deputy Supt.)
Revised: 5/12/2009 (Changed job title of Assistant to Deputy Superintendent; updated duties)
Revised: 10/14/2009 (Add Administrative Assistant IV effective 7/1/09)
Revised: 8/10/2021 (Add Administrative Assistant V)
Revised: 11/15/2022 (Add Admin. Asst. to Executive Director, Labor Relations and Government Affairs and Associate Supt.)