

## **DINUBA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: ADMINISTRATIVE ASSISTANT – DISTRICT OFFICE**

#### **BASIC FUNCTION:**

Under the direction of an assigned Director, perform a variety of complex clerical and secretarial duties to relieve the Director of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications and information for an assigned department; prepare and maintain a variety of manual and automated records and reports related to assigned activities.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a variety of complex secretarial and administrative assistant duties to relieve the Director of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications and information; assure smooth and efficient office operations; assure related functions comply with established laws, rules, regulations, policies and procedures.

Perform public relations and communication services for the administrator and serve as a liaison between department, personnel, parents and students; receive, screen and route telephone calls; take, retrieve and relay messages as needed; schedule and arrange appointments, conferences and other events.

Receive visitors, including administrators, staff, parents and the public and provide information or direct to appropriate personnel; respond to inquiries and provide information and assistance related to office or program operations, activities, policies and procedures.

Compile information and prepare and maintain a variety of records, logs and reports related to programs, students, financial activity, budgets, attendance, staff, substitutes, payroll and assigned duties; establish and maintain filing systems; review, revise, verify and proofread a variety of documents.

Type and input a variety of data into an assigned computer system; establish and maintain automated records and files; initiate queries and generate various computerized lists and reports as requested; enter staff attendance and absence data into an assigned system; assist with arranging for substitutes as needed; assure accuracy of input and output data; assist with generating spreadsheets as assigned; enter, track and follow-up on department work orders as assigned.

Research, compile and verify a variety of data and information; process a variety of forms and applications related to assigned functions; assist with registration processing as assigned; process and enter data related to student registration, behavior, suspensions and expulsions as needed.

Coordinate, schedule and attend a variety of meetings, workshops and special events; compile and prepare agenda items and other required information for meetings, workshops and other events; take,

transcribe and distribute minutes as directed; submit staff reservations and registrations for meetings and conferences; reserve facilities for trainings and meetings as needed.

Monitor inventory levels of office and designated supplies; order, receive and maintain appropriate levels of inventory as required; generate, prepare, process and code purchase orders and invoices as assigned; arrange for billings and payments as directed; submit District and department requisitions as assigned.

Communicate with personnel, departments and outside agencies to exchange information, request and provide materials, coordinate activities and resolve issues or concerns; contact District sites regarding work orders, staff absences, student information and assigned activities; manage and distribute information to parents and District school sites as assigned; duplicate and distribute materials to District sites as needed.

Operate a variety of office equipment including a calculator, copier, fax machine, laminator, folding machine, computer and assigned software; arrange for equipment repairs as required.

**OTHER DUTIES:**

Perform related duties as assigned.

Some district office administrative assistant positions may include a heavy emphasis on Spanish-speaking, reading and writing abilities.

Perform basic updates to District website as assigned by the position.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Organizational operations, policies and objectives.

Policies and objectives of assigned programs and activities.

Applicable laws, codes, regulations, policies and procedures.

Record-keeping and filing techniques.

Business letter and report writing, editing and proofreading.

Telephone techniques and etiquette.

Modern office practices, procedures and equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Oral and written communication skills.

Record retrieval and storage systems.

Mathematic calculations.

**ABILITY TO:**

Perform a variety of complex secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail.

Plan, coordinate and organize office activities and coordinate flow of communications and information for the administrator.

Assure smooth and efficient office operations.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Compile and prepare comprehensive reports related to assigned duties.  
Type or input data at an acceptable rate of speed.  
Answer telephones and greet the public courteously.  
Complete work with many interruptions.  
Maintain a variety of records, logs and files.  
Utilize a computer to input data, maintain automated records and generate computerized reports.  
Establish and maintain cooperative and effective working relationships with others.  
Meet schedules and time lines.  
Work independently with little direction.  
Communicate effectively both orally and in writing.  
Determine appropriate action within clearly defined guidelines.  
Add, subtract, multiply and divide with speed and accuracy.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and four years increasingly responsible secretarial or administrative assistant experience.

**LICENSES AND OTHER REQUIREMENTS:**

Incumbents may be required to be proficient in English and a designated second language and pass an oral and written proficiency test in a designated second language.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person or on the telephone.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting, standing and walking for extended periods of time.  
Bending the waist, kneeling or crouching to file and retrieve materials.  
Reaching overhead and above shoulders to retrieve supplies or records.  
Lifting, carrying, pushing and pulling moderately heavy objects.

Employee \_\_\_\_\_ Date \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017