

SAN JUAN UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL

CLASS TITLE: ADMINISTRATIVE ASSISTANT

CLASS CODE: 930

CHARACTERISTICS OF THE CLASS:

Under direction, performs difficult and responsible secretarial work requiring a high level of initiative, judgment and organizational skills and an understanding of departmental functions and procedures; and performs related work as required.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do all of the listed examples, include all tasks which may be found in positions of this class.)

Interprets division programs, policies and procedures to administrative personnel, other employees, and the community; exercises discretion and judgment in resolving problems for employees, parents and students; makes minor decisions based on established policies and procedures; serves as the office resource on program operational procedures and activities to district personnel, the public and outside resources and agencies; serves as liaison between office assigned and schools, departments, contractors and state and federal representatives in gathering and relaying information and reconciling data and files; may take and transcribe difficult dictation and type correspondence, requisitions, reports, forms and materials of a confidential nature; composes correspondence independently or with only general direction and review; may prepare agendas and take minutes at meetings; maintains, controls and performs specialized tasks relating to administrator's area of responsibility; processes details not requiring attention of the administrator; schedules meetings, conferences, travel and appointments; keeps complex files and records; compiles data and reports from a variety of sources; may coordinate processing of related program records and files and monitors and reviews for completeness and compliance with federal, state, and local laws and regulatory requirements; keeps control files on matters in progress and expedites completion; may review departmental contracts for compliance with district requirements and federal, state, and local laws; maintains financial records for several budget accounts; compiles and summarizes annual budget information from departments; participates in creating and editing program instructions, operational procedures and related materials; makes recommendations for new program policies; prepares or reviews personnel and payroll documents for accuracy, completeness and conformance to established procedures; receives and resolves employee problems relating to personnel or payroll functions; makes recommendations for new program policies; attends program related meetings; may instruct and assign tasks to subordinate employees; may be required to perform work on the latest office machines, including, but not limited to: word processing equipment, on-line computer terminals, printers, scanner and related equipment.

QUALIFICATIONS:

Education and Experience:

Advanced education desirable; courses in business practice, English, and human relations desirable; responsible secretarial experience involving public contact, preferably in an educational setting.

Knowledge 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 compose correspondence regarding sensitive issues;
Ability to read and interpret state and local laws, regulations, requirements, division policies and procedures, directives, reports, and Education Code;
Ability to compose correspondence and minutes independently;
Ability to compose correspondence regarding sensitive issues;
Ability to communicate verbally with administrators, staff, students and the community in situations requiring tact, diplomacy, and discretion;
Ability to analyze situations and suggest appropriate action;
Ability to establish and maintain effective working relationships with administrators, district employees, the community, and state and federal agency representatives;
Ability to maintain confidentiality;
Ability to set up and maintain filing systems;
Ability to act independently and make minor decisions based on established procedures and guidelines;
Ability to establish priorities, plan and schedule work;
Ability to perform research, compiling information from a variety of sources;
Ability to type at a speed of 60 wpm;
and either
The ability to take dictation at a speed of 80 words per minutes,
or
the ability to use personal computers including word processing applications.

Physical Characteristics: With or without the use of aides; sufficient vision to read printed material; sufficient hearing to bear normal and telephone conversation; ability to speak in an understandable voice with sufficient volume to be heard in normal conversation; manual dexterity to write and operate telephone and business machines.

Board Approved: 2/12/80
Revised: 2/12/87
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