

**PLEASANTON UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE:** Administrative Assistant

**CLASSIFICATION:** Classified Management/Confidential

**REPORTS TO:** Assistant Superintendent

**DESCRIPTION:**

Under general supervision to relieve a cabinet level administrator of a wide variety of office and routine administrative duties by planning, organizing, supervising and participating in the clerical operations related to the assigned functions of the division; and to perform all related duties as assigned.

Positions in this class are distinguished by the complexity and confidential nature of assigned duties. Incumbents work within a general framework of established procedures but are expected to use initiative and independent judgment in solving problems. Full-time supervision of other clerical employees is not normally assigned to positions in this class, although part time supervision or assistance in training new or seasonal employees is sometimes required. This position is designated as Confidential.

**PERFORMANCE RESPONSIBILITIES:**

- Organizes and expedites the flow of work through a major district office responsible for a large number of major programs
- Acts as receptionist, making appointments and arranging group meetings
- Answers inquiries concerning departmental policies and procedures
- Receives and attempts to resolve complaints through knowledge of departmental policies and general District rules and regulations
- Develops procedures to expedite transmittal of information or to facilitate implementation of policies, programs and directives
- Receives and routes office correspondence
- Independently composes correspondence from general instructions
- Reviews outgoing correspondence for consistency with operational procedures as well as for format, grammatical construction and punctuation
- Types and maintains a heavy volume of complex and confidential reports
- Attends meetings and conferences and acts as recorder, preparing reports of actions taken and assignments made
- Establishes and maintains numerical, alphabetical and subject matter files which may contain sensitive and confidential material
- Gathers and prepares information for a variety of local, state and federal reports as well as responses to Public Records Act requests
- Prepares material for Board of Trustees agenda
- Duplicates, collates and assembles materials for distribution
- Operates a variety of office equipment

- May supervise other clerical workers
- Makes travel arrangements for supervisor
- Performs all related duties as assigned

## **QUALIFICATIONS:**

### Knowledge of:

Correct English usage, spelling, grammar, punctuation and composition, word processing, Microsoft Office and modern office methods, practices and procedures, including receptionist and telephone techniques, letter and report writing and proofreading; modern office organization, procedures and practices; numerical, alphabetical and subject matter filing systems; organization and collection of data; standard office machines, including data processing equipment; laws and regulations of the Education Code and district pertaining to assigned area; and principles of supervision and training.

### Ability to:

Perform a variety of complex clerical and secretarial work involving use of independent judgment and requiring accuracy and speed; proficiently operate standard office equipment; make arithmetical calculations with accuracy and speed; maintain complex filing systems which contain confidential or sensitive information; compile and prepare complex and accurate reports; independently compose correspondence; perform in situations requiring specialized knowledge using tact and good judgment; understand and apply complex policies and rules; supervise and work with others; understand, carry out, and give oral and written instruction; maintain cooperative working relationships with those contacted in the course of work; type at a net corrected speed of 50 words per minute; take dictation and transcribe it accurately; and/or transcribe from electronic equipment.

### Training and Experience

Four years of increasingly responsible office experience, preferably including experience in a school district; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

### Licenses

Proof of freedom from tuberculosis  
Department of Justice fingerprint clearance for the Pleasanton Unified School District

## **TERMS OF EMPLOYMENT:**

225 days; Classified Management/Confidential Salary Schedule