

Position: Administrative Assistant (Classified)	FLSA: Non-exempt
Department: District Office	Salary Grade: 21
Reports to: Assistant Superintendent	

OVERALL OBJECTIVE AND SUMMARY

Under the direction of the assistant superintendent, performs responsible and complex secretarial, technical, and clerical skills for the assigned department. Assists the assistant superintendent by planning, coordinating and participating in the support activities related to the assigned responsibilities of the department. Employees in this classification receive limited supervision within a framework of standard policies and procedures. This job requires initiative and exercises independent judgment in the application and follow through of established procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs varied and responsible technical and secretarial duties to assist in the processing and completion of assigned department's operations.
- Coordinates, supervises, and monitors special projects, assignments and activities as assigned.
- Receives complaints and determines whether to initiate action to resolve the problem or to refer to appropriate person.
- Assists in coordinating communications within and outside the District regarding administrative and operational functions.
- Schedules and coordinates the assistant superintendent's calendar and appointments. Confirms appointments, conferences and related meetings.
- Coordinates travel arrangements and reimbursements.
- Attends a variety of meetings to take minutes as assigned.
- Assists in the preparation of the department's budget. Organizes budget and financial material to monitor expenditures and income, recommending and instituting department budget revisions when necessary.
- Coordinates the preparation and distribution of contract agreements, as needed.
- Maintains a variety of specialized files. Assures confidentiality of specified records.
- Acts as liaison and coordinates with professional firms and services.
- Composes letters and memos from brief notes, oral instructions, or own knowledge of subject matter.
- Prepares Board agenda items.

- Screens mail. Independently answers inquiries for information.
- Prepares department handbooks, brochures, etc.
- Arranges committee and other meetings, as needed, preparing agendas and minutes for approval and distribution.
- Processes administrative details not requiring the immediate attention of assigned assistant superintendent.
- Receives a variety of documents and forms, checks for accuracy and verifies completeness prior to processing.
- Compiles and computes statistical data and technical material for routine reports as required.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- Modern office practices, procedures and equipment, including complex filing systems, and letter and report writing.
- Activities associated with accounting, budget and payroll document processing, and statistical record keeping.
- Personal computer based software programs that support this level of work, including, but not limited to, word processing, spreadsheet, presentation graphics, and data entry onto custom data bases.
- Proper English usage, grammar, spelling, punctuation, proofreading/editing, and mathematics skills.
- Terminology, policies, practices and procedures of the area to which assigned.
- Departmental procedures and standing instructions related to work performed.
- Oral and written communication skills.
- Telephone techniques and etiquette.
- Operation of a computer and assigned office equipment.
- District organization, operations, policies, and objectives.
- Organization skills to the level necessary to provide appropriate copies of codes, regulations, and documents as required.

Ability to:

- Independently perform the duties of the position efficiently and effectively.
- Perform office and secretarial work with speed and accuracy.
- Learn, interpret, explain and apply knowledge of District and department organization, operations, programs, functions and special department terminology to relieve an assistant superintendent of a variety of administrative details.
- Plan, organize and prioritize work in order to meet schedules and timelines.
- Use and troubleshoot various standard office machines, including personal computers with word processing, database, desktop publishing, and spreadsheet applications.

- Type at a minimum rate of 60 words per minute from clear, legible copy and pass a qualifying clerical test.
- Effectively communicate both orally and in writing.
- Analyze situations and accurately adopt an effective course of action.
- Analyze data, reach sound conclusions and communicate them, both in oral and written formats.
- Plan, prioritize and lead work in order to meet schedules and timelines.
- Work with minimal supervision in a manner conducive to proficient performance.
- Write and maintain records according to standards required of the position.

PHYSICAL ABILITIES

This position requires:

- Sufficient hand/eye coordination and manual dexterity to keyboard at an appropriate rate.
- Sufficient visual acuity to recognize words letters and numbers.
- Auditory ability to carry on conversations over the phone and in person.
- Ambulatory ability to retrieve work materials.
- Normal physical strength and endurance for standing, sitting, bending, or walking.

EDUCATION AND EXPERIENCE

Equivalent to graduation from high school is required plus a minimum of one year of post-secondary course work in secretarial science or a related business is desired. A minimum of five years of increasingly responsible clerical experience is desired.

LICENSES AND CERTIFICATES

Typing certificate for 60 w.p.m.