

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: ADMINISTRATIVE ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned administrator, perform a variety of specialized technical and complex administrative support duties to assist and relieve the administrator with administrative and clerical detail; plan, coordinate and organize office activities; coordinate flow of communications for an assigned administrator; assist assigned administrator with the collection and submission of required data, documents and fiscal records.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of specialized technical and complex administrative support duties to assist and relieve the administrator with administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications; assure smooth and efficient office operations; maintain confidentiality of sensitive issues and information.

Serve as primary secretary to assigned administrator; serve as a liaison for an assigned program; perform public relations, communication services and clerical services for the administrator; schedule and arrange interviews, appointments, hearings, due process meetings, conferences and other events as assigned; update and maintain department master calendar.

Receive visitors, including administrators, staff and the public; provide information or direct to appropriate personnel; answer and screen telephone calls; take and relay messages as appropriate; send and receive emails; exercise independent judgment in resolving a variety of issues and refer difficult issues to the administrator as necessary.

Provide technical information and assistance related to office or program operations, policies and procedures; provide support and guidance to school sites and departments with the interpretation and implementation of CA education codes, State and federal laws or programs, guidelines and requirements related to assigned program or department.

Input and update a variety data in an assigned computer system; maintain automated files and records; prepare contracts, applications and agreements; initiate queries and generate a variety of spreadsheets, charts, computerized lists, directories, reports and documents; assure accuracy of input and output data; distribute signed paperwork to the appropriate office.

Research, compile and verify a variety of information; compute complex statistical information for a variety of reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed.

Compose, independently or from oral instructions, note or rough draft, a variety of materials including inter-office communications, applications, newsletters, requisitions, forms, contracts, letters, memoranda, bulletins, flyers, certificates, brochures and other materials; review and proofread a variety of documents; create presentations; establish and maintain confidential files.

Prepare and maintain specific records, reports and forms related to assigned office; assure accuracy and completeness of data, records and reports; establish and maintain filing systems.

Assist with budget planning and expenditure control as assigned; generate various computerized lists and reports as requested; compile data for budgets; post and maintain budget and financial records of a variety of programs; monitor account balances and record expenditures; reconcile assigned accounts; calculate and collect fees; assure accuracy of input and output data.

Track and submit employee attendance, timesheets and other information affecting employee payroll to the payroll department for processing in a timely manner; assist with the coordination of scheduling substitutes or arranging for staff coverage; track Personnel Activity Reports (PAR) for District employees paid from categorical funds.

Coordinate, schedule and attend a variety of meetings, conferences, events and trainings; prepare board agenda items and resolutions for agendas; take and transcribe meeting minutes; prepare and send out notices of meetings; maintain appointment and activity calendar; reserve facilities; collect and compile information for meetings, projects and workshops as assigned; prepare materials for meetings and trainings; assist with arranging and coordinating professional development activities as assigned by the position.

Prepare, process and code purchase orders, budget transfers and invoices for assigned office or program as directed; process forms related to billings, expense reports, expenditures, budget and income as assigned; maintain auditable records as assigned.

Receive, sort and distribute mail; prepare and distribute informational packets and bulk mailings as directed.

Monitor inventory levels of department supplies, equipment and materials; order, receive and maintaining inventory of department supplies; procure and deploy applicable creative licenses and applications; generate requisitions as needed; submit work orders; assign and coordinate work orders for maintenance requests.

Coordinate travel arrangements and hotel reservations as necessary; prepare and assure proper completion of reimbursement forms.

Communicate with various personnel, departments and various outside agencies to exchange information, request and provide materials, coordinate activities and resolve issues or concerns.

Train clerical support staff; oversee and provide work direction to assigned office staff as needed; provide secretarial assistance to other department management staff as assigned; substitute for department staff to provide coverage for lunch, breaks and temporary absences as directed.

Operate a variety of office equipment including a calculator, copier, fax machine, scanner, computer and assigned software; arrange for office equipment maintenance and repairs.

OTHER DUTIES:

Perform related duties as assigned.

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.
Applicable State and federal programs, guidelines and requirements related to position.
Telephone techniques and etiquette.
Methods, procedures and terminology used in clerical accounting work.
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.
Basic public relations techniques.
Mathematic calculations.

ABILITY TO:

Perform a variety of specialized technical and complex administrative support duties to assist the administrator with 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 concerning a broad spectrum of subject matter.
Compose effective correspondence independently.
Perform a variety of clerical accounting duties in support of assigned department or program.
Type or input data at an acceptable rate of speed.
Monitor and maintain budgets for multiple accounts.
Answer telephones and greet the public courteously.
Prepare presentations to a variety of audiences as assigned by the position.
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:

Education: Graduation from high school or equivalent. Supplemental college level coursework in business, secretarial science or related field is desired.

Experience: Five years of increasingly responsible clerical or secretarial experience involving frequent public contact.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.