

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: ADMINISTRATIVE ASSISTANT - CONFIDENTIAL

BASIC FUNCTION:

Under the direction of the Director of Human Resources, perform responsible and complex administrative assistant services to assist the Director with administrative and clerical detail; plan and organize assigned activities; coordinate flow of communications; maintain confidentiality of sensitive and privileged information.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform responsible and complex administrative assistant services to assist an assigned Director; plan, organize and coordinate activities to relieve the Director of routine clerical details; apply and explain departmental operations and exercise initiative and independent judgment.

Plan and organize assigned activities; coordinate flow of communications; communicate with District personnel or parents on confidential or sensitive issues according to established guidelines and procedures; assure timely communications between assigned office and other departments and agencies.

Maintain confidentiality regarding issues related to negotiations and collective bargaining matters; prepare contract articles and gather questionnaires regarding articles to be negotiated; send article proposals for cabinet review; post articles prior to the Board meeting.

Answer telephones and screen callers and visitors; provide information concerning District policies and procedures or direct to appropriate personnel; receive, open and screen incoming mail.

Compose correspondence independently or from rough draft; prepare written documents for employee discipline; prepare agenda items, weekly updates and related materials for meetings; assure accuracy and completeness of materials.

Research and compile information and compute statistical data for federal, State and District reports and special projects as assigned.

Update bargaining unit contracts and post to the District website.

Receive and document bargaining unit grievances and formal complaints and track timelines.

Schedule meetings, conferences and appointments; maintain calendar; arrange and schedule travel accommodations as necessary.

Maintain comprehensive files, records and logs; prepare reports as assigned including those of a confidential nature such as employee discipline and investigations; take and transcribe notes during meetings as directed.

Communicate with District personnel and various outside agencies to exchange information and resolve issues or concerns including legal offices regarding investigations.

Attend a variety of meetings; prepare and send out notices; collect and compile information; record proceedings according to established procedures; take, prepare and distribute minutes as assigned.

Operate a variety of office equipment including a calculator, printer, copier, a computer and assigned software.

Order office supplies and assure appropriate levels of inventory.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Human resources office functions, practices and procedures.

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

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

Interpersonal skills using tact, patience and courtesy.

District organization, operations, regulations, policies and objectives related to position.

Applicable laws, codes, regulations, policies and procedures.

Negotiations and collective bargaining processes.

Record-keeping, filing and report preparation techniques.

Operation of a variety of office equipment, a computer and assigned software.

ABILITY TO:

Perform a variety of general clerical duties in support of human resources operations and activities.

Answer telephones and greet the public courteously.

Provide information and assistance to employees, administrators, job applicants and the general public regarding personnel functions, policies and procedures.

Learn applicable codes, laws, rules, regulations related to assigned personnel functions.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and generate reports.

Determine appropriate action within clearly defined guidelines.

Create and develop documents in various programs.

Work independently with little direction.

Type and input data at an acceptable rate of speed.

Compose correspondence and written materials independently.

Operate a variety of office equipment, a computer and assigned software.

Meet schedules and time lines.

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 secretarial or administrative support experience.

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

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

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

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

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

HAZARDS:

Dissatisfied or abusive individuals.