

ADMINISTRATIVE ASSISTANT, SECONDARY SCHOOLDEFINITION

Under the direction of a secondary or adult school principal, to perform a wide variety of responsible clerical and secretarial support duties, relieving the principal of routine administrative and clerical detail; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This job classification requires a thorough knowledge of school site operations and District policies, rules and regulations, as well as a high level of secretarial and organizational skills. Employees in this class receive limited supervision and function in an independent and highly visible manner. Administrative Assistant, Secondary School differs from Administrative Assistant, Elementary School in the scope and complexity of the secondary school program, in both instructional and extra-curricular activities.

ESSENTIAL FUNCTIONS:

Acts as secretary to assigned school site principal, performing a wide variety of complex and responsible clerical and secretarial support duties.

Schedules appointments, greets parents, students and office visitors, screens mail and telephone calls and provides information.

Types a variety of material of a confidential nature, including letters, reports, bulletins, memoranda, and other documents.

May take and transcribe dictation, including minutes of meetings.

May assist the principal in obtaining substitutes.

May assist with attendance work as required.

Composes correspondence independently or from oral instructions.

May schedule and coordinate school and community activities held at the school.

Maintains files or correspondence and other records.

May perform various bookkeeping assignments.

Monitors budgets, maintain clear financial records and compile reports.

Compiles and prepares reports.

May supervise student assistants.

Operates modern office equipment, such as word processors, mini-computers, copiers, etc.

QUALIFICATIONSKnowledge of:

Modern office methods, practices, and procedures; correct English usage, spelling, grammar, punctuation and composition; basic mathematical skills.

Ability to:

Learn and maintain proficiency on micro computers and related software; learn and interpret specific rules, laws, and policies and apply them with good judgment in a variety of procedural situations; perform responsible clerical work with accuracy and speed; communicate effectively with students and adults in a wide variety of situations requiring diplomacy, friendliness, poise, and firmness; establish and maintain cooperative relationships with those contacted in the course of work; meet the public tactfully and courteously; supervise the work of others; analyze situations and suggest appropriate action; carry out oral and written directions; make calculations quickly and accurately; operate modern office equipment; type accurately from clear copy at a rate of 45 net words per minute; essential functions require, with or without the use of aids: mobility to move to counter, files and other areas of the office; sufficient vision to see small print; sufficient hearing to hear normal and telephone conversations; sufficient dexterity to write, operate telephone, typewriter and other business machines.

Experience:

Two years of responsible and varied clerical experience involving frequent public contact, with school experience desirable.

OR

Sufficient training and experience to demonstrate the knowledge and abilities listed above.

Education:

Equivalent to completion of the twelfth grade.