



Job Description

POSITION TITLE:	Senior Administrative Assistant	# 2350
SALARY PLACEMENT:	Classified Salary Schedule Range 30	

SUMMARY OF POSITION:

Under general direction of management personnel, performs a wide variety of complex and responsible secretarial, technical, clerical and accounting duties; has extensive dealings with the public and school district personnel. Does related work as required.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Equivalent of the completion of the twelfth grade, plus two years of advanced secretarial training or business/computer courses obtained through a community college, trade or correspondence school. Experience of a closely related nature may be substituted. Four years of varied and progressively responsible secretarial experience at the administrative level.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Advanced computer skills, including knowledge of Word, Excel, Outlook, FilemakerPro, and Google Suite. Advanced experience in business procedures, applications, and bookkeeping, including receivables, payables and financial records. Experience working in a school district or county office of education.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Typing/word processing at a minimum of 50 wpm. Basic office methods, practices, and procedures, including filing systems, correspondence, standard English usage, spelling, grammar, and punctuation. Advanced computer skills. Ability to carry out oral and written directions; make decisions independently; communicate effectively; establish and maintain cooperative working relationships; and to prepare correspondence independently. Be flexible and receptive to change.

DISTINGUISHING CHARACTERISTICS:

The Senior Administrative Assistant class performs skilled secretarial and administrative assistance duties for a large organization unit with subordinate levels of management, which are served by an Administrative Assistant position. The Administrative Assistant class performs skilled secretarial and administrative assistance duties for an organization unit, which typically involves a single program, or a group of related programs.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Serve as personal secretary to management. Answer telephone calls; handle visitors; receive and relay messages; handle requests for information and assistance.
2. Type letters, memoranda, and reports as assigned.
3. Attend to administrative and clerical detail utilizing initiative, problem analysis techniques, good judgment and confidentiality.
4. Receive, review, and verify documents, records and forms for accuracy, completeness and conformance to applicable rules, regulations, policies and procedures. Process documents in compliance with established policies and procedures.

5. Maintain expenditure records of office/unit budget; prepare and coordinate budget transfer requests as necessary; track expenditures from each budget line item.
6. Prepare and process all purchase orders; verify amounts to pay partial and final invoices; make copies and keep accurate records of all payments.
7. Prepare rooms for meetings; arrange for necessary materials and refreshments.
8. Establish and maintain a variety of office filing and record-keeping systems including inventory data collection systems.
9. Receive, sort, and distribute incoming mail.
10. Order and distribute office supplies and materials.
11. Gather, review, and compile information and prepare accurate and comprehensive reports and surveys with deadlines as assigned.
12. Serve as clerical support to the Department. Schedule appointments; type letters and notices; prepare materials and reports as needed.
13. Maintain records and prepare notices and documents.
14. Prepare correspondence independently on matters not requiring personal attention of administrator.
15. Maintain strict confidentiality on all job-related matters.
16. Prepare a variety of communicative subject matter that may include privileged and highly sensitive material.
17. Plan, develop and implement office procedures.
18. Make mathematical calculations with speed and accuracy.
19. Maintain numerous and varied budgets.
20. Perform other related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.