

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: ADMINISTRATIVE ASSISTANT I

BASIC FUNCTION:

Under the direction of a District Administrator provide assistance with varied and complex secretarial and clerical support services; support the administrator of administrative and clerical detail; organize office activities and coordinate the flow of communications for the administrator assigned.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the Administrative Assistant II classification in that incumbents perform administrative assistant type duties for a portion of a division. Incumbents in the Administrative Assistant II classification perform a variety of complex and technical administrative assistance involving an entire division such as Instruction, Human Resources and Employee Relations or multiple departments of a large division such as Business. Administrative Assistant II is to also provide leadership and direction to other clerical staff in that division.

REPRESENTATIVE DUTIES:

1. Organize and manage the day-to-day activities of a department office ensuring efficiency of the office operations; coordinate communications; support the administrator of administrative detail.
2. Transcribe letters and memoranda, including confidential material; compose letters independently or from oral instructions, requesting or providing information addressing routine matters unrelated to policy questions.
3. Compile reports and data for studies; assist in organizing materials for publication or special projects.
4. Check reports, records and other data for accuracy, completeness and compliance with established standards.
5. Handle incoming and outgoing phone calls. Schedule appointments and assist callers with friendly and professional customer service. This includes, but is not limited to, students, administrators, teachers, parents and others.
6. Make decisions in accordance with laws and regulations and apply them as necessary.
7. Schedule, direct and supervise tasks of additional clerical personnel as required by job assignments and workload.

8. Arrange for and send out notices of meetings; prepare agenda items; maintain records and prepare drafts of minutes for distribution to appropriate personnel.
9. Monitor department budget.
10. Open, sort and route mail for the department.
11. Maintain calendar for administrator; arrange meetings, schedule appointments, make conference/travel arrangements as requested.
12. Maintain a variety of confidential information, files and records
13. Order, receive, inventory, store and distribute supplies and forms for department personnel
14. Maintain confidentiality of records and information, including information regarding Board, District, personnel, pupil or controversial matters
15. Perform other job-related work as assigned

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:

School District organization, operations, policies and objectives
Applicable sections of the State Education Codes and other applicable laws
Department organization, rules and programs
Basic principles and practices of supervision and training
Current office practices, procedures and equipment
Telephone techniques and etiquette
Record keeping techniques
Communicate effectively both orally and in writing
Interpersonal relations skills using tact, patience and courtesy

ABILITY TO:

Work independently with little direction
Type at 60 words per minute net from clear copy
Analyze problems accurately and adopt an effective course of action
Understand and follow oral and written directions
Compose independently or from oral instructions letters, memos, bulletins or other material
Establish and maintain effective working relationships with others
Read, interpret and follow rules, regulations, policies and procedures
Operate various office machines such as, calculator, copy machines and computer
Make arrangements for meetings, workshops and conferences
Maintain records and prepare reports
Maintain a variety of filing systems
Meet schedules and timelines
Plan and organize work
Work confidentially with discretion
Communicate effectively both orally and in writing
Type from transcribing equipment

Attend meetings, conferences and workshops
Complete work with many interruptions
Administrative Assistant I continued

EDUCATION AND EXPERIENCE:

Any combination equivalent to: completion of two years of college with a major in secretarial science or related business field and three years of increasingly responsible secretarial experience

WORKING CONDITIONS:

Subject to sitting for extended periods of time; occasionally kneel, crouch, bend, stoop, stand, work with arms above shoulder level; work at computer for extended periods of time requiring close/distance vision; color vision, peripheral vision, depth perception and the ability to adjust focus; frequent use of telephone; lift, carry, pull, push up to 25 lbs., typical office environment subject to tight deadlines and working in difficult interpersonal situations

SALARY RANGE: 74

ADOPTED BY PERSONNEL COMMISSION: November 6, 2024
APPROVED BY BOARD OF EDUCATION: November 19, 2024