

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved:

**JOB TITLE: ADMINISTRATIVE ASSISTANT**

**JOB PURPOSE STATEMENT:** Under direction, to perform and provide administrative assistance to the Assistant Superintendent or Chief Human Resources Officer in support of a division providing direction to multiple programs with district-wide implication, ensuring the confidentiality of all materials and information.

**JOB FUNCTIONS:**

- Supports assigned administrative personnel to provide assistance with their administrative functions
- Communicates with staff, public, parents and/or students regarding activities, schedules, discrepancies and requests to provide specialized and technical information concerning established policies, procedures and guidelines
- Coordinates and monitors assigned activities and/or program components to ensure compliance with financial, legal and/or administrative requirements
- Initiates, composes and distributes documents to communicate information to school, district personnel, and the public
- Evaluates situations (i.e. involving other staff, students, parents, the public etc.) to inform appropriate personnel for resolution
- Organizes divisional office activities, communications and information to ensure the efficient and effective operations of the office and information dissemination between administrator and staff, the public and other district personnel
- Attends a variety of meetings as needed to take minutes, convey and/or gather information or obtain training required to perform functions
- Schedules and coordinates conferences, appointments, meetings, travel arrangements, interviews, etc., to meet district goals, improve operational systems, or maximize efficiency of workforce
- Oversees workload of department to maximize the efficiency of the workforce and meet operational requirements
- Maintains files and records (e.g. confidential department/program files) to ensure accuracy and availability of required information

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- Provides guidance, indirect supervision and direction to clerical support staff as assigned, participating in the selection of new staff and provides input into employee evaluations for the purpose of maximizing the efficiency of the workforce and meeting operational requirements
- Reviews and independently researches regulations to verify accuracy of data and ensure compliance with established policies and procedures
- Operates standard office equipment including use of computer applications
- Uses correct spelling, grammar, and punctuation
- Performs arithmetic calculations
- Demonstrates organizational skills
- Works independently with speed and accuracy
- Establishes and maintains an effective working relationship with staff, students, parents, and community members
- Performs other related duties as assigned or needed

**PHYSICAL ABILITIES:**

- Physical ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, computer keyboard, typewriter at the required speed and accuracy

**JOB QUALIFICATIONS:**

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Education:

- Sixty (60) units of college level training (desirable), preferable in office management or administration

Experience:

- Five (5) years of increasingly responsible secretarial work in an educational setting (desirable)

Licenses, Certifications, Bonding, and/or Testing:

- Official dated certificate validating a typing speed of not less than 60 corrected words per minute (not valid if older than one year prior to date of application)
- Computer skills to effectively perform the job functions
- Receives and transcribes from equipment or in person various correspondence at a speed of not less than 90 net corrected words per minute
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS

- Confidential Position