

**CLASS SPECIFICATION**  
**Administrative Assistant**

**GENERAL PURPOSE**

Under general supervision, performs varied, difficult, sensitive and confidential office administrative support functions to managers, coordinators, teachers on assignment or other staff at or above that level or provides technical, specialized administrative support for a District program; coordinates and manages the daily operations and activities of a District administrative office; creates and maintains specialized reports, records and files required in connection with department or office work processes; interacts with District administrators, staff, faculty and parents on technical matters; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Administrative Assistants provide complex, diverse and confidential secretarial, administrative and support services to managers, coordinators, teachers on assignment or other staff at or above that level and/or perform a variety of difficult, specialized administrative and technical support functions that require a thorough knowledge of the terminology, procedures and practices for their functional areas, with a significant degree of independence and accountability for results. Incumbents are also responsible for organizing, coordinating specific district programs; such as GATE, Extended Learning, ELL, Home Instruction program; Homeless Assistant program, Indian Education, family and public health services, Intern Academy, BTSA/Support Provider program, Free and Reduced Meal eligibility processes, 504 caseload plan support and other programs of similar complexity, and provides support functions requiring a thorough knowledge of District rules, policies and procedures.

Administrative Assistant is distinguished from Administrative Assistant I in that the latter is responsible directly to an administrator, manger or coordinator.

Administrative Assistant is distinguished from Administrative Assistant II in that the latter provides direction of work to other clerical personnel.

Administrative Assistant is distinguished from Executive Assistant in that incumbents in the latter class provide difficult, sensitive and confidential secretarial and office support to District executives at or above the department director level.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Provides secretarial and administrative support to managers, coordinators or other staff at or above that level; types and/or drafts agendas and agenda items, agreements, memoranda, correspondence, extensive technical documents, reports, forms, presentations, templates, charts, graphs, tables, manuals, handbooks and other documents from drafts, notes, dictation, transcriptions or brief oral instructions, using word processing software; proofreads and checks typed and other materials for accuracy, completeness and compliance with District standards, policies and procedures; ensures materials, reports and documents for signature are accurate and complete.

2. Performs with a significant degree of independent accountability difficult technical and administrative work in support of District or department programs, functions and processes; plans, organizes and coordinates activities to assist program coordinators; performing technical and administrative tasks of equivalent difficulty with similar independence; conceptualizes, designs and creates complex and sophisticated graphic layouts, forms, formats, letterheads, announcements, presentations and other documents; sets up and supports external evaluators, including facilitating participation, preparing agreements and Board agenda items, setting up billing accounts, preparing travel and lodging arrangements and monitoring expenses; orders program materials; researches and answers questions and responds to issues; sets up annual calendar for meetings; facilitates program meetings and takes meeting minutes; maintains records of referrals to District programs; ensures applications are processed accurately and in a timely manner.
3. Is responsible for department statistics and other information; prioritizes department projects and maintains control files to monitor status and expedite completion of staff assignments; prepares District and department forms and records; explains policies and procedures to staff; prepares and codes department time cards and records employee absences; updates and maintains staffing files and notebooks; schedules meetings and conferences for the department; assists with staff development and curriculum team meetings; provides back-up for other administrative and clerical staff.
4. Performs department liaison functions; communicates with various groups to provide detailed information of department and program policies and procedures; receives calls and skillfully handles inquiries regarding department functions and responsibilities; researches and responds to requests; organizes and assists with activities, special projects, meetings and workshops.
5. Performs specialized, technical administrative support to assigned District program, including but not limited to: GATE program, Home Instruction program, Homeless Assistance program, Indian Education, extended year and intersession, family and public health services, Intern Academy, BTSA/Support Provider program, Free and Reduced Meal eligibility processes, 504 caseload plan support and other programs of similar complexity; develops and maintains specialized records and program/training materials; coordinates the completion of program administration and mandated reporting requirements; mediates or refers disputes regarding program eligibility; compiles grant applications; schedules assessment services, IEP meetings and reviews, site visits and observations, training sessions and workshops; provides specialized software support; orders materials and supplies; may conduct presentations on program provisions and requirements; coordinates arrangements for required program staff and substitutes; maintains student records applicable to program participation.
6. Maintains department budget records and monitors expenditures; reconciles department budgets against County month/year-end reports; notifies schools or staff when they have exceeded their budget; assists with monthly and yearly projections; posts, updates and prepares fund transfer and corrections requests; processes purchase requisitions and mileage and expense reports; follows up on purchase requisitions to ensure delivery of services or products, correct accounts are charged and requisitions are properly coded; prepares and generates financial reports and memoranda.
7. Creates, develops, maintains and updates specialized and custom forms, databases, logs, files, records and reports to support technical work processes in areas of assigned responsibility; designs, develops and maintains spreadsheets requiring data interpretation and manipulation.
8. Receives and screens visitors and telephone calls, providing information and handling issues that may require sensitivity and the use of sound independent judgment; conducts research, responds to requests for

information and complaints from officials, customers and the public, refers the request or complaint to appropriate staff and/or takes or recommends action to resolve the issue; reviews, determines the priority and routes incoming correspondence.

9. Maintains the manager's, coordinator's or teacher on assignment's calendar; coordinates, arranges and confirms meetings; arranges for meeting room setup and refreshments; screens requests for appointments; schedules the use of conference rooms; makes travel and other arrangements for conferences and business trips.
10. Organizes, maintains and updates confidential subject, project and specialized technical files, documents and records; creates, maintains and updates filing systems; copies, compiles and distributes contracts, reports, documents and other materials; compiles and prepares records for microfilming.
11. Attends and makes arrangements for a variety of meetings, including coordinating and scheduling reservations for meeting rooms and office equipment; prepares, compiles, copies and distributes meeting agendas, memos, handouts, flyers and reminders; records and prepares meeting minutes; tracks meeting attendance; sets up meeting rooms.
12. Attends to a variety of office administrative details such as photocopying documents and making transparencies; data enters information in databases; provides translations and translates correspondence and documents; opens, screens and distributes mail and correspondence; oversees office supply inventories and orders department supplies and equipment; prepares work orders and schedules department equipment repairs; ensures maintenance and cleanliness of District facilities.

#### **OTHER DUTIES**

1. Attends a variety of meetings, classes and workshops as assigned.
2. Troubleshoots system problems and errors; generates management reports; organizes, schedules and prepares materials for in-service training for use of programs; works with information systems staff to ensure programs are installed properly and networking is compatible with District and school sites.
3. Invites and schedules speakers; sets up agendas and annual calendars; takes and prepares officials meeting minutes; schedules translation services for meetings; makes arrangements for conference decorations, registration, vendors, workshops and display groups; coordinates volunteers; maintains conference records and budgets.
4. Provides support for transportation services; pulls fuel reports and prepares breakdown of department use; prepares fuel use and bus use forms; assists with field trip billings, including calculating total field trip miles and time and submitting to accounts payable; maintains files of vehicle maintenance invoices.
5. Provides support for work order reporting; pulls work order reports and prepares breakdown of department costs; prepares various work order reports.
6. Facilitates special events, including communicating with committee members, reserving locations, making arrangements for entertainment and staff, obtaining awards and certificates, developing and distributing event materials and monitoring special event budgets.
7. Assists with department legal compliance requirements; maintains textbooks and obsolete materials; monitors and maintains library funds and grants; monitors deadlines on reports and funding; prepares Board items.

8. Receives and processes subpoenas for child welfare program; provides information regarding legal compliance with appropriate laws, procedures, policies and regulations; maintains student files and records; checks database for student program status; assists with inter/intra-District transfers' ensures student cumulative records are complete and distributes in a timely manner; compiles records on subpoenas received by the District.
9. Inputs, processes, retrieves and approves work requests from District offices and schools sites and forwards to assigned shop for repairs; assists with help-line calls; inputs warehouse orders and processes purchase requisitions.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Office administrative and management practices and procedures, including filing and record keeping.
2. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
3. District organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.
4. District administrative procedures and forms for human resources, risk management, contracting, purchasing, inventory, accounts payable, budgeting, travel and training processes.
5. Computer hardware and standard and advanced uses of business software, including word processing, graphics, spreadsheet, database and other applications.
6. Basic research techniques, methods and procedures.
7. Basic methods and practices of providing lead work direction.
8. District human resources policies and labor contract provisions; District timekeeping and payroll codes and reporting requirements.

### **Ability to:**

1. Operate a computer terminal and computer using word processing, spreadsheet and other business software and other standard office equipment.
2. Type accurately at 45 WPM.
3. Learn and understand specialized program requirements and develop and carry out administrative and office processes and procedures needed for effective achievement of program objectives and mandates.
4. Organize, set priorities and exercise sound independent judgment within areas of responsibility.

5. Interpret, apply, explain and reach sound decisions in accordance with District and department policies and procedures and labor contract provisions.
6. Organize and maintain office and specialized files.
7. Communicate clearly and effectively, orally and in writing.
8. Understand and follow written and oral instructions.
9. Prepare clear, accurate and concise records and reports.
10. Provide effective work direction and train others in work processes, procedures and technology.
11. Troubleshoot and resolve basic computer software and hardware problems.
12. Compose correspondence from brief instructions.
13. Maintain sensitive and confidential information.
14. Use tact, discretion and diplomacy in dealing with sensitive situations and concerned people and customers.
15. Establish and maintain effective working relationships with District administration, faculty, staff, parents, students, the public and others encountered in the course of work.

**Education, Training and Experience:**

Graduation from high school or G.E.D. equivalent, and four years of increasingly responsible office administrative or secretarial experience.

**Licenses; Certificates; Special Requirements:**

None.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent work with frequent interruptions; work under intensive deadlines; and interact with District executives, elected officials, County representatives, administrators, staff, faculty, community leaders, students, union leaders and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.

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