

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 coordinate 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 sensitive 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 routine decisions in accordance with laws and regulations and apply them as necessary.
7. Schedule coordinate 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 sensitive 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

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  
Modern office practices, procedures, and equipment operation, including proficiency in digital and cloud-based tools  
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  
Demonstrate a commitment to Los Alamitos Unified School District's mission, vision, and priority goals.

**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:** June 10, 2026  
**APPROVED BY BOARD OF EDUCATION:** June 23, 2026