

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: ADMINISTRATIVE ASSISTANT I, (Confidential Grade 044)

DEFINITION:

Typically reporting to a Director, the Administrative Assistant I provides a wide variety of administrative and technical clerical duties for an assigned administrator; assigned tasks may include assisting with budget(s), preparing reports, and special projects.

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant series is distinguished from the Program Secretary classification in that positions in the Program Secretary class provide clerical support to an assigned program or unit, and may support multiple managers, while Administrative Assistant positions relieve an assigned director-level or higher administrator of clerical detail and perform a variety of administrative tasks related to the functions and services of the related program or unit.

The Administrative Assistant I performs a variety of clerical and administrative duties, under regular supervision, typically in support of a Director.

The Administrative Assistant II performs a variety of clerical and administrative duties for a large, complex program, under general supervision, typically in support of a Senior Director.

The Administrative Assistant III performs more advanced clerical and administrative duties, under minimal supervision, typically in support of an Executive Director.

Classification of positions outside this model will be evaluated by Human Resources, on a case by case basis.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Performs a variety of administrative and secretarial support duties to relieve an assigned administrator of administrative and clerical detail.

Assists in assuring smooth and efficient office operations by coordinating the flow of communications and information for an assigned office.

Receives, screens and routes telephone calls, emails and mail.

Receives and routes visitors, including administrators, staff and the public.

Responds to inquiries, provides information and assistance related to office or program operations, activities, policies, and procedures.

Schedules and arranges appointments, meetings, conferences, workshops, and other events.

Prepare and send out notices of meetings; compiles and prepares agenda items and other required information for related meetings and events; takes and distributes minutes as directed.

Reserves and prepares facilities, supplies, and audio-visual equipment for meetings and events.

Maintains appointment and activity schedules and calendars for assigned administrator, including coordinating travel arrangements, hotel reservations, travel authorizations, and expense reports.

Assists in the development, preparation, revision, and adjustment of various budgets as assigned, which may include billing school districts, private schools, and other agencies for services provided.

Maintains and monitors time sheets and related expenses as assigned.

Generates Personnel Action Forms (PAFs) for new hires and limited term employees.

Prepares and maintains a variety of records, presentations, and logs related to programs, financial activity, budgets, staff, and assigned duties, and establishes and maintains electronic and paper filing systems.

Reviews, revises, verifies and proofreads a variety of documents; creates flyers and updates department website information as assigned.

Inputs a variety of data into an assigned computer system or database, and ensures the accuracy of input and output data; initiates queries and generates various computerized lists and reports.

Composes, edits, and prepares correspondence to support department and administrator activities.

Creates, issues and coordinates service contracts and renewals.

Receives, processes, and tracks work order requests, and tracks to ensure that work requests are completed.

Trains and provides work direction to clerical support staff as assigned.

Communicates with administrators, personnel, vendors, outside agencies and the public to exchange information and resolves issues or concerns.

Operates a variety of office equipment, including a computer and assigned software.

Monitors and maintains adequate inventory levels of office and designated supplies.

Creates, processes, codes, and tracks purchase orders and invoices as for goods and services.

Substitutes or provides relief for office support personnel as directed.

Attends and participates in meetings and in-service trainings as required.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to education, training and experience which clearly demonstrate possession of the knowledge and abilities described above. An example of qualifying experience and education would be: graduation from high school and two years of administrative assistant or secretarial support experience. Course work in advanced secretarial, communications, business or a related field is desirable.

CREDENTIAL/LICENSE/CERTIFICATION:

No additional requirements.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures, equipment, administrative support practices, business and filing systems.

Policies and objectives of assigned programs and activities.

Record-keeping and filing techniques.

Business letter and report writing, editing and proofreading.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Principles and practices of data input and data processing.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Methods of collecting and organizing data and information.

Arithmetic computations.

ABILITY TO:

Perform a variety of general administrative and secretarial support duties to relieve an assigned supervisor of administrative and clerical detail.

Coordinate flow of communications and information for the administrator.

Perform a variety of clerical accounting duties in support of assigned department or program.

Maintain confidentiality of sensitive and privileged information.

Answer telephones and greet the public courteously.

Complete work with many interruptions.

Maintain a variety of records, logs and files.

Prepare accurate and concise correspondence and reports.

Establish and maintain cooperative and effective working relationships with others.

Type and input data accurately at an acceptable rate of speed.

Meet schedules and time lines.

Compile and verify data.

Work independently with little direction.

Communicate effectively both orally and in writing.

Operate a variety of standard office equipment including computers and assigned software.

Accurately format, proof and edit material using standard computer hardware and software.

Understand and carry out oral and written directions.

Train and provide work direction to assigned staff.

Model communications and interactions that respect and include all individuals and their languages, abilities, religions, and cultures.

Perform arithmetic computations with speed and accuracy.

WORKING CONDITIONS & PHYSICAL ABILITIES:

Office environment.

Constant interruptions.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects.

Established	Approved by the Personnel Commission	Revised	FLSA Status	Salary Grade
10/1992	October 9, 1992	1/98, 2/01, 3/06; 9/15, 2/18	Non-Exempt	Confidential Grade 44