

	<p><i>Administrative Assistant</i></p>	<p>Initial Date: November 17, 1999 Board Approval: October 11, 1999 Revision Date: May 22, 2012 Range: Confidential</p> <p>Reports to Deputy Superintendent</p>
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DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To plan, organize and perform highly responsible, complex, sensitive and confidential secretarial and administrative support services for the Deputy Superintendent. This job class functions in a highly visible and independent manner and includes extensive contact with District staff members and the general public requiring a high degree of tact, discretion and judgment. This job class requires a high level of secretarial and organizational skills as well as in-depth knowledge of District policies, procedures, standards and requirements. Position may require performance of related clerical duties, similar to the above in scope and function as necessary.

DISTINGUISHING CHARACTERISTICS:

The individual in this class provides secretarial and administrative support to the Deputy Superintendent. Incumbents are responsible for providing broad based, skilled often autonomous secretarial functions and for relieving assigned administrator of routine details in support of department activities.

REPRESENTATIVE DUTIES:

- Plans, organizes, and performs clerical, secretarial and administrative support functions related to activities and operations of the Deputy Superintendent
- Maintains computerized budget and other Division records and processes related material
- Composes and types or word processes correspondence on own initiative on matters not requiring personal attention of department head
- Takes dictation and transcribes notes; types or word processes reports, Board packet material, memoranda and other important documents; compiles and writes reports in accordance with written or oral instructions from department head
- Acts as a resource or reception person and provides information and assistance regarding department programs, operations, activities, policies, and procedures to District staff and general public with tact and discretion
- Prepares agendas and handouts for department meetings; may transcribe and distribute minutes
- Arranges and schedules appointments, meetings, and travel arrangements for the Deputy Superintendent
- Establishes and maintains administrative and confidential files
- Handles details relating to policy development, employer-employee relations, and related matters
- May assist Executive Secretary to the Superintendent and other district departments with activities related to her/his duties as needed
- Attend Board of Education meetings for Executive Secretary of Superintendent, take notes of proceedings, and assist Superintendent with administrative functions as needed

KNOWLEDGE AND ABILITIES:

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary
- Knowledge of proper office methods and practices including word processing, record keeping systems, receptionist and telephone techniques, and letter and report writing
- Knowledge of financial record keeping methods and practices
- Ability to perform a variety of highly responsible secretarial support functions with speed and accuracy
- Ability to learn, interpret relevant District rules and policies and apply them with good judgment
- Ability to establish and maintain a wide variety of manual and computerized records and files

- Skill in maintaining confidentiality of policy development and employer-employee relations materials
- Ability to analyze situations and take appropriate action regarding routine procedural matters without immediate supervision
- Ability to perform arithmetical calculations with speed and accuracy
- Skill in learning and using computer systems and office software programs as appropriate to assignment (Word, Excel, Power Point, etc.)
- Ability to pass a standardized typing test at 75 words net per minute. Take dictation as a rate of 80 words net per minute and transcribe it accurately
- Skill in effectively communicating in both oral and written form
- Ability to prioritize and coordinate work flow to meet timelines
- Skill in operating a variety of office equipment such as typewriter, calculator, copier, computer and printer
- Ability to establish and maintain effective work relationships with those contacted in the performance of required duties

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. A typical way to obtain these would be:

- Two years of college or high school graduation with two years of business college
- Five years of broad, varied and increasingly responsible clerical and secretarial experience in the field of public education or an equivalent combination
- District experience in a related field may be substituted for formal education

LICENSES AND OTHER REQUIREMENTS:

- May require a valid California Driver's License
- May require pre-employment physical examination

WORKING CONDITIONS:

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate standard office equipment including a typewriter or computer terminal to type letters, reports and other materials, bending, reaching to maintain files; hearing to answer telephones; speaking to exchange information, and sitting and operating a keyboard to enter data into a computer terminal for extended periods of time.
- Moderate to high stress level

ENVIRONMENT:

- Indoor office environment
- Temperature - normal climate

CONTACTS:

- Daily contact with school and District staff, school sites, parents, community members and outside agency personnel.

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.