

## **UNION SCHOOL DISTRICT**

### **CLASS TITLE: ADMINISTRATIVE ASSISTANT I**

#### **BASIC FUNCTION:**

Under the direction of an assigned Administrator (Administrator, Manager or Supervisor), perform varied and responsible secretarial and administrative assistant duties to relieve the Administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications for the assigned supervisor.

#### **DISTINGUISHING CHARACTERISTICS:**

The Administrative Assistant I classification provides primary support to an Administrator. Incumbents relieve the assigned supervisor of administrative and clerical detail. The Administrative Assistant classification performs varied and highly skilled administrative assistant duties requiring thorough understanding of a program, department or functional area. Employees in this classification receive limited supervision requiring initiative, problem-solving skills and independent judgment.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform varied and responsible secretarial and administrative assistant duties to relieve the Administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications; assure smooth and efficient office operations.

Serve as secretary to the assigned Administrator; perform public relations and communication services for the administrator; receive, screen and route telephone calls; take and relay messages as appropriate; schedule and arrange interviews, appointments, conferences and other events.

Receive visitors, including administrators, staff and the public and provide information or direction to appropriate personnel; exercise independent judgment in resolving a variety of issues and refer difficult issues to the administrator as necessary; provide technical information and assistance related to office or program operations, policies and procedures.

Input a variety of data into an assigned computer system; initiate queries and generate a variety of computerized reports as requested; establish and maintain automated records and files; assure accuracy of input and output data.

Research, compile and verify a variety of information; compute statistical information for a variety of reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed.

Prepare and maintain a variety of data, records and reports related to office programs, financial activity, student information, personnel and assigned duties; assure accuracy and completeness of data, records and reports; establish and maintain filing systems.

Compose, independently or from oral instructions, note or rough draft, a variety of materials including inter-office communications, applications, requisitions, forms, contracts, letters, memoranda, bulletins, flyers, brochures, agenda items and other materials; review and proofread a variety of documents; receive and respond to e-mails.

Coordinate, schedule and attend a variety of meetings; prepare and send out notices of meetings; maintain appointment and activity calendar; reserve facilities; collect and compile information for meetings, projects and workshops.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.

Prepare, process and code purchase orders and invoices for assigned office or program as directed; monitor office or program expenditures and budgets; reconcile assigned accounts; maintain auditable records as assigned.

Receive, sort and distribute mail; open mail and e-mail, and compose responses independently as appropriate; prepare and distribute informational packets and bulk mailings as directed.

Monitor inventory levels of office supplies; order, receive and maintain inventory of office supplies.

Attend mandatory trainings as required by your position.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office practices, procedures and equipment;  
Telephone techniques and etiquette;  
Policies and objectives of assigned program and activities;  
Applicable laws, codes, regulations, policies and procedures;  
Record-keeping techniques;  
Correct English usage, grammar, spelling, punctuation and vocabulary;  
Interpersonal skills using tact, patience and courtesy;  
Oral and written communication skills;  
Operation of a computer and assigned software;  
Methods of collecting and organizing data and information;  
Business letter and report writing, editing and proofreading; and  
Basic mathematical computation.

**ABILITY TO:**

Perform varied and responsible secretarial and administrative assistant duties to relieve the Administrator of administrative and clerical detail;  
Serve as secretary to the Administrator and coordinate communications between administrators, personnel, parents, students and the public;  
Assure smooth and efficient office operations;  
Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.  
Work independently with little direction;  
Compose correspondence and written materials independently or from oral instructions;  
Type or input data at an acceptable rate of speed;  
Understand and resolve issues, complaints or problems;  
Maintain confidentiality of sensitive and privileged information;  
Determine appropriate action within clearly defined guidelines;  
Establish and maintain cooperative and effective working relationships with others;

Maintain records and files;  
Compile and verify data and prepare reports;  
Operate a variety of office equipment including a computer and assigned software;  
Complete work with many interruptions;  
Plan and organize work;  
Meet schedules and time lines;  
Make mathematical calculations with speed and accuracy; and  
Maintain regular attendance.

**EDUCATION AND EXPERIENCE:**

Any combination of experience and training which would indicate possession of knowledge, skills and abilities listed herein. High School Diploma or its equivalent; One to three years of secretarial experience, may be combined with professional administrative training; Evidence of increasingly responsible clerical or secretarial experience involving frequent public contact.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment  
Constant interruptions

**PHYSICAL DEMANDS:**

Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines;  
Ability to conduct verbal conversation in English and possibly a designated second language;  
Hear normal range verbal conversation (approximately 60 decibels);  
Sit, stand, stoop, kneel, bend and walk;  
Sit for sustained periods of time;  
Climb slopes, stairs, steps, ramps and ladders;  
Lift up to 20 pounds, carry up to 20 pounds;  
Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, shoulder extension and flexion, elbow flexion and extension, hip flexion and extension and knee flexion;  
Operate office machines and equipment in a safe and effective manner;  
Demonstrate manual dexterity necessary to operate calculator, typewriter and/or computer keyboard at the required speed and accuracy; and  
Conduct frequent repetitive arm, hand and body motion.

**LICENSE AND/OR CERTIFICATES:**

A valid Class C California Driver's License and evidence of appropriate insurance may be required.  
A valid First Aid and CPR Certificate may be required and training would be provided.

**Disaster Service Worker**

*CA Government Code 3100.* It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police

power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.