



Job Description

POSITION TITLE: Administrative Assistant # 2130

SALARY PLACEMENT: Classified Salary Schedule
Range M

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Equivalent of the completion of the twelfth grade, plus one year of secretarial training or business/computer courses obtained through a community college, trade, or correspondence school. Experience of a closely related nature may be substituted.

DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Computer skills. Experience in business procedures.

MINIMUM EXPERIENCE:

Two years of varied and progressively responsible secretarial experience.

DESIRABLE EXPERIENCE:

Experience working in a school district or county office of education.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Typing/word processing at a minimum of 45 wpm. Basic office methods, practices, and procedures, including filing systems, correspondence, standard English usage, spelling, grammar, and punctuation. High level computer skills. Ability to carry out complex oral and written directions; make decisions independently; communicate effectively; establish and maintain cooperative working relationships; and to prepare correspondence with minimum direction. Be flexible and receptive to change.

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant class performs skilled secretarial and administrative assistance duties for an organization unit which typically involves a single program or a group of related programs. The Senior Administrative Assistant class performs skilled secretarial and administrative assistance duties for a large organization unit with subordinate levels of management which are served by an Administrative Assistant position.

SUMMARY OF POSITION:

Under general direction of management personnel, performs a wide variety of complex and responsible secretarial, clerical, and accounting duties; has extensive dealings with the public and school district personnel. Does related work as required.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Serves as secretary to management personnel. Answers telephone calls; handles visitors; receives and relays messages; handles requests for information and assistance.

2. Transcribes from a Dictaphone, either handwritten notes or dictation. Types letters, memoranda, and reports as assigned.
3. Receives, reviews and verifies documents, records, and forms for accuracy, completeness and conformance to applicable rules, regulations, policies, and procedures. Processes documents in compliance with established policies and procedures.
4. Maintains expenditure records of office/unit budget; prepares and coordinates budget transfer requests as necessary; tracks expenditures from each budget line item.
5. Prepares and processes all purchase orders; verifies amounts to pay partial and final invoices; makes copies and keeps accurate records of all payments.
6. Prepares rooms for meetings; arranges for necessary materials and refreshments.
7. Establishes and maintains a variety of office filing and record-keeping systems including inventory data collection systems.
8. Receives, sorts and distributes incoming mail.
9. Orders and distributes office supplies and materials.
10. Attends to administrative and clerical details utilizing initiative, problem analysis techniques, good judgment and confidentiality.
11. Gathers, reviews, and compiles information and prepares accurate and comprehensive reports and surveys with deadlines as assigned.
12. Schedules appointments; types letters and notices; prepares materials and reports as needed.
13. Maintains records and prepares notices and documents.
14. Prepares correspondence with minimum direction.
15. Maintains strict confidentiality on all job related matters.
16. Prepares a variety of communicative subject matter that may include privileged and highly sensitive material.
17. Plans, develops, and implements office procedures.
18. Makes mathematical calculations with speed and accuracy.
19. Performs other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.

5/05/05 rev ac

rev 3/10/10 ms