



CLASSIFIED
Job Class Description

Equal Employment
Opportunity

ADMINISTRATIVE ASSISTANT IV

DEPARTMENT/SITE: DISTRICT OFFICE
DEPARTMENTS

SALARY SCHEDULE: Classified Salary Schedule
(Group 1/Group 15)

LEVEL: Range 63

WORK YEAR: 12 Months

REPORTS TO: EXECUTIVE DIRECTOR

DATE CURRENT JOB DESCRIPTION APPROVED:

Board of Trustees effective: October 26, 2022

JOB GOAL/PURPOSE:

Under the supervision and direction of an assigned Department Executive Director to perform complex secretarial and administrative assistant duties to relieve the administrator of administrative details. The incumbents in this classification provide the school community with responsible administrative assistance, which directly supports student learning.

DISTINGUISHING CHARACTERISTICS

The Administrative Assistant IV classification is the fourth level class in the secretarial series. Incumbents in this classification are assigned responsible and complex clerical/secretarial duties in support of a department Executive Director for the day-to-day operations in a District department office.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

- Perform complex secretarial and administrative assistance duties to relieve the administrator of administrative detail; plan, coordinate and organize office activities and flow of communications; maintain confidentiality of privileged and sensitive information.
- Research and compile a variety of information; maintain District and department standard operating procedures (SOP) and institutional knowledge; compute statistical information for various federal, State, and district reports; process and evaluate a variety of forms related to assigned functions.
- Maintain and create department budgets and assure that accounts are accurate and expenditures are within federal or State requirements; collect and account for fees; process payments, track payments for purchasing contracts; initiate purchase requisitions and budget transfers utilizing the District budget and purchasing system; assist in budget review and make recommendations on expenditures; review budget line items.
- Receive visitors, including administrators, staff, substitutes, parents, and the public; provide detailed technical information concerning policies and procedures where judgment, knowledge and interpretation of procedures and regulations are required or direct to appropriate personnel.

- Assure timely communications between assigned office and district employees; resolve issues as appropriate; refer difficult situations to the administrator; process requests for archived information from other school districts or outside parties.
- Compose, independently or from note or rough draft, a variety of materials including interoffice communications, applications, requisitions, forms, letters, contracts, special projects, legal documents, and other materials; establish and maintain a variety of office files.
- Receive, screen, and route telephone calls; take and relay messages when appropriate; serve as a resource to others concerning policies and procedures.
- Coordinate, schedule, and attend a variety of meetings; organize committee meetings ; prepare agendas and materials; prepare and send out notices of meetings; maintain appointment calendars; reserve facilities; collect and compile information for meetings, projects, and workshops.
- Prepare a variety of written materials (e.g., reports, mileage logs, memos, letters, requisitions, purchase orders, leave forms, lists, postcards, flyers, signs, etc.) from verbal or written instruction; maintain departmental webpage.
- Maintain an accurate and detailed calendar of events, due dates and schedules related to assigned program(s) and its services to ensure proper tasks and activities occur as scheduled.
- Prepare agenda items and back-up materials for a variety of meetings; prepare charts and statistical information as needed; attend meetings; take notes at meetings when requested.
- Inventory, order, receive, and distribute supplies and materials; prepare purchase requisitions; prepare requisitions and purchase orders.
- Receive, open, sort, screen and distribute incoming mail; compose replies independently or from oral direction.
- Coordinate travel and conference arrangements for staff as necessary; prepare related forms and reimbursements.
- Train and provide work direction and guidance to staff as assigned.
- Operate a variety of office equipment including copier and computer with assigned software.
- Develop, document and implement office procedures to assure complete and timely operations.
- Submit, track and update service requests as required.
- Perform other functions, duties and tasks related to this class as assigned.

JOB QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

Knowledge of:

- Rules, regulations, laws, contracts and policies governing assigned department operations
- Brown Act regulations and guidelines
- Modern office practices, procedures and equipment
- Letter and report preparation techniques
- Storage and retrieval systems
- Telephone and electronic communication techniques and etiquette
- General goals of public education
- Word processing, spreadsheet, and database programs
- Correct English usage, including grammar, spelling, punctuation and vocabulary
- Interpersonal skills, including use of tact, patience and courtesy

Skills:

- Keyboarding accurately at an acceptable rate of speed
- Operate a variety of office equipment including computers and pertinent software applications, fax machines and copiers

- Perform arithmetic calculations
- Establish and maintain a variety of complex and sensitive files and records
- Establish and maintain cooperative working relationships with staff, students and the public

Ability to:

- Present numerical data in a resourceful manner and skillfully gather and analyze information
- Perform accurate data entry into information systems
- Perform clerical and secretarial work independently and effectively
- Understand and apply district policies
- Organize and analyze statistical data; perform computational tasks with accuracy and speed
- Compose written communications independently
- Assemble and compile data/information and prepare reports
- Maintain complex files and records
- Understand and retain a variety of policies, procedures and technical written material and information
- Understand and carry out oral and written instructions
- Operate a variety of office equipment including computers, fax machines and copiers
- Demonstrate friendly customer service skills
- Meet schedules and timelines
- Maintain confidentiality and positive attitude at all times

EDUCATION REQUIRED:

Any combination equivalent to: graduation from high school supplemented by course work in business office management.

EXPERIENCE REQUIRED:

Three (3) years of increasingly responsible secretarial experience involving public contact. Proficiency utilizing Microsoft Office Suite.

LICENSE(S) REQUIRED:

- None required.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam (e.g., written test, oral interview and/or work sample) for the job class with a satisfactory score.
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Pre-employment physical exam at District's expense
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Office environment with frequent interruptions and intermittent noise
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Sitting or standing for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files
- Lift objects such as boxes containing documents and weighing up to 35 pounds
- Exchange information in person or on the telephone
- Read, prepare and review various materials