



**CLASSIFIED
Job Class Description**

Equal Employment
Opportunity

ADMINISTRATIVE ASSISTANT I

DEPARTMENT/SITE: VARIES

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

LEVEL: Range 40

WORK YEAR: VARIES

REPORTS TO: ADMINISTRATIVE DESIGNEE

DATE CURRENT JOB DESCRIPTION APPROVED:

Board of Trustees effective: August 12, 2021

JOB GOAL/PURPOSE:

Under the supervision and direction of an Administrative Designee to assure the smooth and efficient operation of the assigned office so that the office's maximum positive impact on the education of children can be realized. The incumbents in this classification provide the school community with responsible administrative assistance, which directly supports student learning.

DISTINGUISHING CHARACTERISTICS

The Administrative Assistant I classification is the first level class in the secretarial series. Incumbents in this classification are assigned responsible clerical/secretarial duties in support of an Administrative Designee for the day-to-day operations in a District department office.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

- Coordinate a variety of programs and activities Prepare a variety of written materials (e.g., reports, purchase orders, bid procurement, invoices, inventory logs, etc.) from verbal or written instruction.
- Answer inquiries concerning the assigned department; respond to inquiries from a variety of internal and external parties.
- Track and monitor department budgets.
- Communicate with a variety of staff and departments
- Receive visitors; provide information concerning policies and procedures; or direct to appropriate personnel.
- Compose correspondence requiring a knowledge of procedures and policies of the department; may maintain department website.
- Prepare a variety of written materials (e.g., reports, memos, letters, requisitions, purchase orders, staff records, staff training records, lists, etc.) from verbal or written instruction.
- Schedule and coordinate appointments as needed.

- Operate a variety of office machines, including computer, calculator, two-way radio, copier and assigned software (e.g., Word, Excel, etc.).
- Maintain records in a confidential manner.
- Research a variety of topics in order to provide information to address a variety of administrative requirements.
- Support assigned administrative personnel to provide assistance with administrative functions.
- 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 lists and reports from data compiled and records kept related to assigned program area(s), making mathematical calculations as necessary.
- Receive, sort and distribute incoming and outgoing mail; compose replies independently from oral direction.
- Establish and maintain a variety of records, logs and filing systems pertaining to assigned area(s) of responsibility.
- Receive, review and verify documents, records and forms for accuracy, completeness and conformance to applicable rules, regulations, policies and procedures.
- Order, store and issue supplies and material pertinent to the functions of the assigned operational unit.
- Coordinate assigned office functions and details with other schools, departments/units; prepares information for meetings.
- 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
- Modern office practices, procedures and equipment
- Letter and report preparation techniques
- Storage and retrieval systems
- Telephone 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 basic arithmetic calculations
- Establish and maintain a variety of files and records
- Establish and maintain cooperative working relationships with staff, students and the public

Ability to:

- Perform responsible clerical and secretarial work independently and effectively
- Compose written communications independently
- Assemble and compile data/information and prepare reports
- Understand and retain a variety of policies, and procedures
- Understand and carry out oral and written instructions

- Operate a variety of office equipment including computers, fax machines and copiers; 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:

One (1) year of increasingly responsible clerical/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
 - Negative pre-employment drug screen test at District's expense
 - 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
- Hearing and speaking to exchange information in person or on the telephone
- Seeing to read, prepare and review various materials