



**CLASSIFIED
Job Class Description**

**Equal Employment
Opportunity**

ADMINISTRATIVE ASSISTANT III

DEPARTMENT/SITE: DISTRICT OFFICE
DEPARTMENTS

SALARY SCHEDULE: Classified Salary Schedule
(Group 1)

LEVEL: Range 60

WORK YEAR: 12 Months

REPORTS TO: DEPARTMENT ADMINISTRATOR
OR DESIGNEE

DATE CURRENT JOB DESCRIPTION APPROVED:

Board of Trustees effective: June 18, 2025

JOB GOAL/PURPOSE:

Under the supervision and direction of an assigned Administrator or Designee, performs 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 III classification is the third level class in the administrative assistant series. Incumbents in this classification are assigned responsible and complex clerical/secretarial duties in support of a department Administrator or Designee for the day-to-day operations in a District department office.

ESSENTIAL FUNCTIONS, TASKS, AND DUTIES:

Administrative Support and Communication

- Maintain confidentiality of privileged and sensitive information.
- Perform complex clerical tasks, organize office operations, and ensure efficient workflow.
- Draft and process a wide range of documents including correspondence, forms, reports, contracts, and meeting materials.
- Schedule, coordinate, and attend meetings and events; prepare agendas, materials, and minutes.
- Maintain detailed calendars of appointments, deadlines, and program activities.
- Arrange staff travel and conference logistics, including forms and reimbursement processing.
- Develop and maintain office filing systems and district and department standard operating procedures (SOPs).
- Maintain confidentiality of sensitive information at all times.

- Serve as a liaison for internal and educational partners, including staff, families, and the public; provide accurate information on policies and procedures.
- Answer and route calls, manage correspondence, greet visitors, and resolve or refer inquiries.

Budget and Financial Operations

- Create, monitor, and manage departmental budgets, ensuring accuracy and compliance with federal, state, and district guidelines. Process purchase requisitions, payments, budget transfers, and manage purchasing contracts.
- Collect and account for fees and assist with budget reviews and expenditure recommendations.

Information Management and Reporting

- Research, compile, and analyze data for various reports and projects.
- Maintain institutional knowledge and prepare statistical information for district, state, and federal reporting requirements.
- Prepare a wide range of written materials from verbal or written input.
- Maintain the department's webpage and oversee publication and distribution of internal documents.

Additional Duties

- Inventory, order, and distribute office supplies and materials; manage requisition and purchase order processes.
- Track staff absences, process leave requests, and coordinate substitute coverage, as needed.
- Provide training, guidance, and work direction to assigned staff.
- Support the implementation and refinement of office procedures for efficiency.
- Submit and track service requests as needed.
- Perform other functions, duties and tasks related to this class as assigned.

JOB QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

Knowledge of:

- Exemplary customer service skills
- Rules, regulations, laws, contracts, and policies governing assigned department operations
- Modern office practices, procedures, and equipment
- Letter and report preparation techniques
- Data management; storage and retrieval systems
- Telephone and electronic communication techniques and etiquette
- General goals of public education
- Computational methods
- Word processing, spreadsheet, and database programs
- Correct oral and written 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 50 words per minute (WPM)
- Maintain excellent customer service
- Utilize databases and spreadsheets
- Operate a variety of standard office equipment
- 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 complex clerical and administrative work independently and effectively using a variety of software applications
- Analyze difficult and sensitive situations and adopt an appropriate course of action
- 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 standard office equipment
- Demonstrate respectful and professional 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 or experience in a related field, preferred.

EXPERIENCE REQUIRED:

Three (3) years of increasingly responsible clerical and administrative support experience involving public contact. Previous school experience and advanced education are highly desirable. Proficiency utilizing word processing, spreadsheet, presentation software, and district-adopted software.

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.
- Must possess and maintain current First Aid and CPR Certification
- Typing certificate of 50 words per minute (WPM)
- 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 (4) years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Office environment with frequent interruptions and intermittent noise
- 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 and supplies
- Occasional walking may be required, including walking short distances between departments or areas.
- 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
- Prepare rooms for meetings (seating, materials, refreshments)