

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: ADMINISTRATIVE ASSISTANT I

BASIC FUNCTION:

Under the direction of assigned Coordinator, provides a wide variety of responsible technical and complex secretarial support to assigned Coordinator and department; establishes and maintains department records; coordinates assigned projects; compiles and distributes a variety of material and reports related to assigned program.

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant I classification provides primary support to a Coordinator of an assigned program. Incumbents relieve the administrator of administrative and clerical detail. The Administrative Assistant II classification performs varied and responsible administrative assistant duties requiring thorough understanding of a District program or functional area. Incumbents provide primary secretarial support to the administrator of an assigned District department.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Communicates with various District personnel, school sites, departments, students, outside agencies and the general public to exchange information, coordinate activities and resolve issues or concerns; responds to a wide variety of inquiries and questions from internal and external parties and provides program-related information accordingly.

Inputs and compiles data from a wide variety of sources and prepares required information for assigned administrator; initiates queries and generates various computerized lists and reports as requested; runs budgetary reports for the Coordinator as assigned; ensures accuracy of input and output data; maintains and updates information as assigned including student information, enrollment information and attendance information.

Maintains inventory of office and program supplies and materials as assigned; generates and submits purchase orders according to established procedures.

Oversees work activities within the office and organizes assignments, monitors progress and assures completion of assigned tasks according to established guidelines; provides work guidance to assigned office personnel as assigned by the position; updates timesheets and payroll reports as assigned.

Operates a variety of office equipment including a phone, fax machine, copier, scanner, computer, and assigned software.

Performs a variety of clerical and secretarial duties to relieve the Coordinator of administrative and clerical detail; assists in assuring smooth and efficient office operations; receives, screens and routes telephone calls; takes, retrieves and relays messages as needed.

Prepares and maintains various records, folders and files related to assigned duties; makes corrections to data and entered information as needed; prepares and maintains a variety of reports, documents and correspondence of a confidential and non-confidential nature.

Receives and processes a wide variety of documents and materials related to assigned program; checks related paperwork and applications for completeness and accuracy according to established procedures.

Researches a variety of topics including those related to current practices, policies, education codes and parental complaints as needed.

Schedules a wide variety of activities related to assigned duties including appointments, travel reservations and accommodations and facility usage; coordinates a wide variety of special projects, activities and events including meetings and workshops related to program as assigned; meets with families as needed in related to assigned department activities.

OTHER DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Business letter and report writing, editing and proofreading.

Correct English usage, grammar, spelling, punctuation and vocabulary.

General terminology, practices and procedures of assigned office.

Interpersonal skills using tact, patience and courtesy.

Mathematic calculations.

Methods of collecting and organizing data and information.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Oral and written communication skills.
Policies and objectives of assigned programs and activities.
Principles and practices of data processing.
Record-keeping and filing techniques.
Telephone techniques and etiquette.

ABILITY TO:

Add, subtract, multiply and divide with speed and accuracy.
Answer telephones and greet the public courteously.
Assist in ensuring smooth and efficient office operations.
Communicate effectively both orally and in writing.
Compile and verify data and prepare reports.
Complete work with many interruptions.
Compose correspondence and written materials independently or from oral instructions.
Establish and maintain cooperative and effective working relationships with others.
Maintain a variety of records, logs and files.
Meet schedules and timelines.
Perform a variety of clerical accounting duties in support of assigned department or program.
Perform a variety of clerical and secretarial duties to relieve the Coordinator of administrative and clerical detail.
Type or input data at an acceptable rate of speed.
Utilize a computer to input data, maintain automated records and generate computerized reports.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and three years increasingly responsible clerical experience involving frequent public contact.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's job-related proficiency test.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Bending the waist, kneeling or crouching to file and retrieve materials.
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person or on the telephone.
Lifting and carrying light objects.
Reaching overhead, above shoulders and horizontally to retrieve materials.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.

FLSA Status

Non Exempt

Approval Date

9/28/17