

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: ADMINISTRATIVE ASSISTANT

BASIC FUNCTION:

Under the direction of assigned department head, provides a wide variety of responsible technical and complex secretarial support to assigned Director and District department; establishes and maintains department records; coordinates assigned projects; compiles and distributes a variety of materials and reports related to assigned program; oversees work activities within the office as assigned.

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.

Composes a wide variety of written materials including correspondence, agendas, minutes, event programs, bulletins and reports as assigned; receives and processes a wide variety of documents and materials related to assigned activities; updates and maintains department website information as assigned.

Coordinates a wide variety of special projects, activities and events including meetings and workshops related to program as assigned; assists with making necessary arrangements for assigned administrators and personnel; schedules a variety of activities including appointments, travel reservations and accommodations and facility usage.

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; assures accuracy of input and output data; maintains and updates information in an assigned system including student information, enrollment information and attendance information.

Maintains inventory of office supplies and materials; inventories and labels department materials as assigned; receives and verifies purchases for assigned department according to established procedures.

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

Oversees the work activities within the office and assures completion of duties within established timelines; provides work guidance to assigned personnel; updates employee attendance information as assigned; prepares and submits personnel requisitions as needed; maintains various personnel information and records according to established procedures; reviews, codes and submits timesheets for assigned personnel.

Performs varied and responsible secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail; plans, coordinates and organizes office activities and coordinates flow of communications and information and monitors assigned activities to assure compliance with schedules and timelines; assures smooth and efficient office operations.

Prepares and maintains automated 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.

Performs budgetary duties as assigned in support of assigned department; assures invoices are correct; generates requisitions and assists with purchase orders as assigned; maintains records of transactions and invoices as required.

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

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.

Data control procedures and data entry operations.

Department or program organization, operations, policies and objectives.

Interpersonal skills using tact, patience and courtesy.

Mathematic calculations.

Methods of collecting and organizing data and information.

Methods, procedures and terminology used in clerical accounting work.

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.
Record-keeping and filing techniques.
Telephone techniques and etiquette.
Terminology, practices and procedures of assigned office.

ABILITY TO:

Add, subtract, multiply and divide with speed and accuracy.
Answer telephones and greet the public courteously.
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.
Ensure smooth and efficient office operations.
Establish and maintain cooperative and effective working relationships with others.
Learn organizational operations, policies and objectives.
Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
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 varied and responsible secretarial and administrative assistant duties to relieve the department head 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 four 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:

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

FLSA Status

Non Exempt

Approval Date

9/28/17, 9/20/22