

## **SWEETWATER UNION HIGH SCHOOL DISTRICT**

### **CLASS TITLE: ADMINISTRATIVE ASSISTANT**

#### **BASIC FUNCTION:**

Under the direction of a high level administrator in support of a District wide function with significant organizational impact, perform varied and complex secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail; assure smooth operations of assigned office.

#### **DISTINGUISHING CHARACTERISTICS:**

The Administrative Assistant classification performs a variety of complex secretarial and administrative assistant duties in support of a high level administrator supporting a District wide function. The Senior Administrative Assistant classification performs a variety of complex secretarial and administrative assistant duties in support of a high level administrator having large program responsibility of a District wide program or department with significant organizational impact.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform varied and complex secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail; maintain confidentiality of privileged and sensitive information; assure smooth operations of assigned office.

Research and compile a variety of information; compute statistical information for various federal, State and District reports; process and evaluate a variety of forms related to assigned functions.

Maintain department budgets and assure that accounts are accurate and expenditures are within federal or State requirements; collect and account for fees; initiate purchase requisitions.

Receive visitors, including administrators, staff, parents and the public and provide information or direct to appropriate personnel; provide detailed and technical information concerning policies and procedures where judgment, knowledge and interpretation of procedures and regulations are required.

Assure timely communications between assigned office and District employees; initiate phone calls to receive and transmit information; resolve issues as appropriate; refer difficult situations to the administrator.

Compose correspondence independently on a variety of matters; compile and type various letters, reports, contracts, Board agenda items, memos, bulletins, lists and other materials as directed; format, edit and proofread written materials for accuracy and completeness.

Receive, screen and route telephone calls; take and relay messages as appropriate; serve as a resource to others concerning policies and procedures.

Schedule various appointments and meetings; arrange meetings; prepare and distribute related materials; maintain and coordinate the administrator's calendar.

Order office supplies and materials; prepare and process requisitions according to established guidelines.

Maintain a variety of complex personnel records, lists, files and records including confidential materials; administer payroll for department including completion and submission of time sheets.

Maintain personnel and payroll records; process paperwork for personnel actions including new hires, terminations and promotions; coordinate recruitment process; monitor performance evaluation dates and provide appropriate forms to staff.

Receive, open, sort, screen and distribute incoming mail; compose replies independently or from oral direction.

Coordinate travel and conference arrangements for an assigned administrator; prepare related forms and reimbursements.

Train and provide work direction to assigned staff; monitor office work flow and assure compliance with established time lines, procedures and standards of quality; participate in the hiring process as directed.

**OTHER DUTIES:**

Assist assigned administrator by performing research and special projects as requested.

Attend and participate in a variety of in-service trainings and meetings.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

District organization, operations, policies and objectives.

Applicable sections of State Education Code and other applicable laws.

Record-keeping techniques.

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

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Operation a computer and assigned software.

Budgeting practices regarding monitoring and control.

Methods of collecting and organizing data and information.

Business letter and report writing, editing and proofreading.

**ABILITY TO:**

Perform varied and complex secretarial and administrative assistant duties requiring initiative and good judgment.

Analyze situations accurately and adopt an effective course of action.

Compose correspondence and written materials independently or from oral instructions.

Assure efficient and timely completion of office and departmental projects and activities.

Establish and revise priorities of clerical work and office activities.

Establish and maintain cooperative and effective working relationships with others.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Type or input data at 60 net words per minute from clear copy.

Operate a variety of office equipment including a computer and assigned software.

Maintain a variety of records and files.

Work independently with little direction.

Meet schedules and time lines.

Plan and organize work.

Complete work with many interruptions.

Compile and verify data and prepare reports.

Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science or a related field and three years of increasingly responsible secretarial experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information in person and on the telephone.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to file materials.

*The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224*