



STOCKTON UNIFIED SCHOOL DISTRICT

CLASS TITLE: ADMINISTRATIVE ASSISTANT

BASIC FUNCTION:

Under the direction of an administrator, perform varied and responsible secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications for the assigned supervisor.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform varied and responsible secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications; assure smooth operations of assigned office.

Compile information and prepare a variety of reports related to assigned activities; process and evaluate a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed.

Receive visitors, including administrators, staff, parents and the public and provide information or direct to appropriate personnel; respond to inquiries and 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; maintain confidentiality of sensitive and privileged information.

Receive, screen and route telephone calls; take and relay messages as appropriate; serve as a resource to others concerning policies and procedures; respond to requests for records and other documents as directed.

Receive, sort and distribute mail; prepare and distribute informational packets and bulk mailings as directed.

Input data into an assigned computer system; generate a variety of mandated and requested computerized reports according to established time lines; maintain automated records; assure accuracy of input and output information.

Administrative Assistant - Continued

Compose, independently or from oral instructions, note or rough draft, a variety of materials including inter-office communications, applications, requisitions, forms, letters, contracts, brochures, legal documents, memoranda, bulletins and other materials; review and proofread a variety of documents.

Maintain a variety of logs and records related to student information and assigned activities; establish and maintain filing systems.

Operate a variety of office equipment including a copier, fax machine, typewriter, computer and assigned software; arrange for repairs of office equipment as necessary.

Monitor inventory levels of office supplies and materials; order, receive and maintain inventory of office supplies and materials.

Maintain calendars and schedules of meetings, appointments and conferences; attend and participate in a variety of assigned meetings; take notes as requested; prepare and distribute summary of minutes as assigned.

Provides backup secretarial support to a director as assigned by the position.

Maintain regular and prompt attendance in the workplace.

OTHER DUTIES:

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 laws, codes, regulations, policies and procedures.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Operation of a computer and assigned software.
- Methods of collecting and organizing data and information.
- Business letter and report writing, editing and proofreading.

ABILITY TO:

- Perform varied and responsible secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail.

Administrative Assistant - Continued

- Plan, coordinate and organize office activities and coordinate flow of communications for the assigned supervisor.
- Learn department and program objectives and goals.
- Work independently with little direction.
- Determine appropriate action within clearly defined guidelines.
- Compose correspondence and written materials independently or from oral instructions.
- Assure efficient and timely completion of office and program projects and activities.
- Understand and resolve issues, complaints or problems.
- 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 50 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.
- 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.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

EDUCATION AND EXPERIENCE:

Any combination education, training, and/or experience equivalent to graduation from high school and three years of increasingly responsible secretarial experience.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Constant interruptions.

PHYSICAL DEMANDS:

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- See and read a computer screen and printed matter with or without vision aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Sit for extended periods of time.
- Bend at the waist.

Administrative Assistant - Continued

- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Lift and/or carry up to 25 lbs at waist height for short distances.

Board Adopted: 1/11/05
CSEA Chapter 821
Salary Range: 36