



District of Scholars, Achievers, Champions

ADMINISTRATIVE ASSISTANT

Revision Date: 04.27.11

BRIEF DESCRIPTION OF POSITION:

Under the direction of the respective assistant superintendent, performs specialized and responsible administrative assistant duties and assistance.

STATEMENT OF TYPICAL DUTIES:

- a. Performs specialized and responsible secretarial and clerical duties; relieves the administrator of administrative detail. **E**
- b. Types letters, memoranda, reports, evaluations, schedules, bulletins and other communication materials of a confidential nature; composes correspondence independently or in accordance with general instruction. **E**
- c. Establishes and maintains various complex records and files related to operations and functions of the office including material of a confidential nature. **E**
- d. Greets visitors, initiates, answers and screens calls; responds to questions from applicants, employees and the public regarding District policies, procedures and regulations, within the scope of authority; takes messages and schedules appointments and meetings. **E**
- e. Receives and screens incoming correspondence, determines priority and routes to proper authority. **E**
- f. Prepares agendas and reports for presentation at Board meetings; prepares reports for Administrative Staff and Superintendent's Cabinet meetings. **E**
- g. Compiles and prepares various federal, state and/or district reports as required. **E**
- h. Performs other related task and assumes responsibilities as may be assigned by proper authority. **E**

KNOWLEDGE AND ABILITIES:

Knowledge of:

- District organization, operation, policies and procedures.
- Modern office practices, procedures and equipment.
- Business forms, letter writing and basic report preparation.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Verbal and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Board policies and procedures; bargaining unit contracts.
- Telephone techniques and etiquette.

Ability to:

- Perform specialized and responsible ~~secretarial~~ administrative assistant duties.
- Plan, organize, and prioritize work; coordinate office activities and operations.
- Assign work to others.
- Compile information and prepare reports.
- Communicate effectively, tactfully, and courteously with staff and the general public.
- Compose routine correspondence independently.
- Type at the net rate of 60 wpm from clear copy.
- Operate a variety of office equipment.
- Maintain complex and confidential records and files.
- Work independently with little direction; work confidentially.
- Establish and maintain effective and cooperative working relationship with office, personnel and the general public.
- Meet schedules and timelines.
- Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, including or supplemented by secretarial and typing courses, and at least four years of increasingly responsible secretarial experience.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

WORKING CONDITIONS:

District office environment; subject to constant interruptions.