

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: ADMINISTRATIVE ASSISTANT

BASIC FUNCTION

Under direction of an assigned administrator or designee, to perform specialized and responsible secretarial and clerical functions; to relieve an administrator or department head of administrative and clerical detail; to perform specific administrative assistant functions; and to do other related work as required. Incumbents in this classification provide specialized clerical support to an administrator or department head, and provide staff, students and the public with information through the performance of a wide variety of secretarial and administrative services which directly support learning.

ESSENTIAL JOB FUNCTIONS

- Serves as a personal secretary and office management aide dealing with a variety of complex and technical matters
- Acts as a receptionist and office management aide to the administrator or department head, including the answering of routine inquiries and correspondence, maintaining an action calendar, scheduling appointments, conferences and meetings, and a variety of other operational details
- Interprets policies, regulations, and operational procedures to those persons contacting the administrator's office either by telephone or through personal visitation, acting to resolve issues on behalf of assigned administrator within authority level granted, and informs administrator of such actions taken
- Assists with budget planning and expenditure control procedures
- Prepares, organizes and coordinates the preparation of materials and documents from the department/office pertaining to the Board of Trustees meeting agenda
- Collects data from a variety of sources and compiles reports or summarizes information
- Prepares input data for a computerized record management, storage, and retrieval system; utilizes output reports in office operational functions
- Requisitions, orders and maintains an adequate inventory of supplies and instructional materials; sets up open purchase orders annually for expenditures, maintenance and lease agreements, and mileage reimbursements
- Reviews outgoing correspondence and other materials to ensure consistency with policies, regulations, operational procedures, formatting, grammatical construction and punctuation
- Attends meetings and conferences as requested and takes and transcribes notes into summary form
- Establishes and maintains complex manual and automated alphabetical, numerical, and subject matter files and data that may include sensitive and privileged non-bargaining data
- Utilizes modern office equipment, assigned computer and related application software
- May collect and receipt funds
- May coordinate and lead staff activities of the administrator's office, including the organization, planning, layout, and development of time lines for completion of work
- May take and transcribe correspondence, memoranda, reports, and other communicative documents that include technical terminology requiring a familiarity with legal mandates, policies, regulations, and operational procedures affecting the administrator's functional responsibilities
- May assist with a variety of personnel management activities, including the preparation of time reports, certification follow-up, personnel recruitment and selection processes, and other similar functions and activities
- Performs other duties related to the class as assigned

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JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Communicate effectively in oral and written form
- Operate modern office methods and equipment, including word processing, spreadsheets, databases, publishing and presentation applications, automated record management and filing systems
- Understand and carry out oral and written directions
- Establish and maintain cooperative relationships with District staff and administrators, the public, parents and other organizations, and maintain a calm and tactful manner

Knowledge of:

- Procedures, methods, strategies, and techniques pertaining to the operation of the department/office where assigned
- Modern office practices, trends, and procedures, standard office equipment and modern data management, storage, and retrieval systems
- Legal mandates, policies, regulations, and procedures which govern the administrator's operational processes
- English usage, spelling, grammar, and manuscript and report formatting
- Effective and efficient communication techniques, strategies, and procedures

Ability to:

- Coordinate, organize and monitor the clerical functions of the administrator's office
- Effectively and efficiently perform clerical, secretarial, and administrative aid functions and activities
- Establish and maintain effective working relationships with District staff in other departments, parents, the public, and representatives of other agencies outside the District
- Meet project timelines and deadlines
- Manage multiple projects with conflicting goals and timelines
- Build relationships across multiple departments, Districts and school site personnel to promote a positive image and strengthen collaboration
- Research and compile information from a variety of sources
- Use good judgment, tact and patience during interactions with customers (employees, parents, student, the public), including difficult, angry or upset individuals
- Plan details of, and arrange in advance for all needed materials, in preparation for a variety of meetings and events
- Keyboard at an acceptable rate of speed

PHYSICAL DEMANDS

Persons performing service in this position classification will be expected to perform light work, which involves lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be very little, a job is in this category when it requires a good deal of walking or standing, or when it involves sitting most of the time with some pushing and pulling of arm or leg controls. To be considered capable of performing a full or wide range of light work, the incumbent must have the ability to do substantially all of these activities. If someone can do light

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work, it is deemed that he or she can also do sedentary work, unless there are additional limiting factors such as loss of fine dexterity or inability to sit for long periods of time. *(Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)*

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Three (3) years of responsible and varied secretarial and clerical experience, preferably in an educational organization.

Education:

Equivalent to the completion of High School, including or supplemented by coursework or training in office management, secretarial skill areas, public relations, or other related skill areas.