

William S. Hart Union High School District

Position Description

Position: Administrative Assistant	
Job Family: Secretarial/Clerical	FLSA: Non-exempt
Approved by: Personnel Commission, May 26, 2010	Salary Range: 260

Summary

Under the direction of an assigned administrator, performs specialized secretarial and administrative support duties, including (but not limited to) transcribing of specialized or technical notes, composing of original documents, administration of office routines and systems, processing of financial transactions, and reception. Assists with administrative projects and programs that impact and/or involve other departments and locations.

Distinguishing Career Features

The Administrative Assistant is part of a career path encompassing administrative and secretarial support. The advancement to Administrative Assistant requires at least three years as Secretary or equivalent capacity. The Administrative Assistant requires competencies such as the ability to independently carry out projects that involve other departments and sites, coordinate information gathering for reports and special studies, conduct research, and disseminate and maintain information designated for wide distribution. The Administrative Assistant usually requires reporting to a higher level director or administrator. Advancement beyond Administrative Assistant would be to a confidential administrative support position.

Essential Duties and Responsibilities

- Performs technical and administrative support involving applications of a working understanding of the functions and procedures of the department to which assigned, with a working knowledge of functions and procedures of other departments.
- Responds to inquiries and conveys information about programs and services provided by the department and District. Interprets and conveys policies and procedures, referring difficult or sensitive matters to the appropriate manager or administrator.
- Sets up assignments to conform to business and academic calendars and cycles, then sequences work/project steps to conform to expected deadlines and/or time lines.
- Provides administrative support to conferences, training and inter-district meetings. Identifies participants, secures dates and locales, prepares and distributes communications, organizes materials and hospitality, and arranges presentation aids.
- Provides administrative support to committees and other special processes. Prepares agendas, forms, revisions, and final documents to support proceedings.
- Takes notes/recollections, minutes, and transcribes from meetings and formal proceedings. Types (keyboards) from rough drafts or instructions a variety of materials such as letters, memoranda, reports and statistical data. Composes correspondence and forms on routine department matters.
- Receives telephone calls and visitors, screening callers, handling routine matters, providing information, or routing calls to administrators as necessary.

- Schedules appointments and arranges meetings. Prepares agendas, schedules and informs participants, confirming dates and times.
- Maintains records and assists in the preparation of departmental/divisional reports by gathering and summarizing information from a variety of sources.
- Performs special projects. Coordinates the administrative aspects of projects and events.
- Maintains approved budgets and transaction records, including those for projects and grant-funded activities, and works with accounting staff to assure compliance.
- Receives, processes, and may reconcile documents for expenditures. Prepares requisitions and claims for reimbursement.
- Orders merchandise and services pursuant to established policies and procedures.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- In-depth knowledge of modern office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing.
- Working knowledge of District and department operations, policies and procedures.
- Working knowledge of Education Codes applicable to the area of assignment.
- Working knowledge of, and skill at using personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, basic presentation graphics, special applications used by the organization unit, and data entry onto custom databases.
- Sufficient mathematics skills to perform financial and statistical record keeping.
- Well-developed skill using proper English language, grammar, spelling, punctuation, proofreading/editing, to prepare professional correspondence.
- Sufficient human relations skill to work productively and cooperatively with diverse teams, exercise patience when dealing with internal and external customers, and convey technical concepts.

Abilities

- Requires the ability to independently perform all of the duties of the position.
- Accurately take and transcribe notes and/or meeting minutes/recollections.
- Learn, interpret, explain and apply knowledge of district and organization unit services, operations, programs, functions, special terminology used in the organization unit, and labor agreements to relieve others of a variety of administrative details.
- Prepare spreadsheets, graphs and charts, and enter, import, and export data to and from databases.
- Plan, organize and prioritize work in order to meet schedules and timelines.
- Communicate with administrators, students, staff, and the community using patience and courtesy.

Physical Abilities

- Function indoors in an office environment engaged in work of primarily a sedentary nature.
- Ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various district locations.
- Near vision to read printed materials.
- Auditory ability to carry on conversations in person and over the phone.
- Retrieve work materials from overhead, waist, and ground level files.
- Manual and finger dexterity to write, use a pointing device and keyboard at 60 w.p.m., operate microcomputer, and use other standardized office equipment, almost constantly requiring repetitive motions.

Education and Experience

High school diploma or equivalent, supplemental coursework or training in general business or related field and five years of progressive experience in a clerical, financial and secretarial capacity. Alternatively, an Associate of Arts or Science Degree or equivalent and three years of progressive secretarial experience would be acceptable.

Licenses and Certificates

May require a valid California driver's license.

Working Conditions

Work is performed in an office environment. The office supports a high volume of activity and is subject to constant interruptions.