

## **VAL VERDE UNIFIED SCHOOL DISTRICT**

### **Administrative Assistant to the Assistant Superintendent**

#### **DEFINITION**

Under general direction of the Assistant Superintendent, to perform highly skilled confidential secretarial work for a cabinet-level administrative official by planning, organizing, supervising and participating in the clerical operations related to his/her assigned responsibilities; to be responsible for a variety of routine administrative details; maintain confidentiality or privileged and sensitive information and to do related work as required.

#### **CLASS CHARACTERISTICS**

Positions allocated to this class serve as confidential administrative assistant to Department Supervisors/Managers, coordinating the operations, communications and administrative support functions of the office. An incumbent must possess a broad understanding and knowledge of the policies and procedures of the office and be able to apply such knowledge in the performance of their assigned tasks and to relate this information to the public and District staff.

#### **EXAMPLES OF DUTIES**

Assist and relieve the administrator of technical, clerical and administrative details; independently compose a variety of correspondence; assemble and prepare material for agenda items, meetings and conferences; perform necessary follow-up after meetings; maintain confidential, subject and administrative files; type a variety of materials including correspondence, narrative and statistical reports, contracts and forms; gather data and information and assume responsibility for replying to various inquiries and questionnaires, research assigned topics and prepare required reports; may provide follow-up assistance on sensitive and confidential collective bargaining materials and legal issues; assemble and process a variety of budget related information; screen visitors and schedule appointments; maintain a variety of forms and post financial and statistical information to records; may serve as secretary to a variety of committees; serve as liaison between administrator and other District officials and staff; review and check documents, records and forms for accuracy, completeness and conformance to proper format and applicable rules and regulations; receive and handle heavy telephone and personal contacts from staff, other agencies and the general public where judgement, knowledge and interpretation of policies and regulations are necessary; receive inquires and complaints, initiating corrective action or referring the matter to higher authorities; evaluate communication priorities, keep administrator informed and relay information from him/her and keep daily schedule; screen and distribute mail and identify and refer matters to the administrator in order of priorities; operate a variety of office equipment and use and input into database systems; order and maintain inventory of office supplies and materials.

## **Administrative Assistant to the Assistant Superintendent**

Page two

### **EMPLOYMENT STANDARDS**

#### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Functions, organization; scheduling and clerical operation of an administrative office; modern office methods and practices including filing systems, receptionist and telephone techniques, accounts receivable and payable processing and reporting methods; complex filing and indexing systems; modern office equipment; database systems and current technology; principles of letter and report writing; correct English usage, spelling, grammar and punctuation; bookkeeping principles, practices and terminology.

**Ability to:** Perform responsible and complex typing; data entry, secretarial, receptionist and clerical work involving the use of independent judgement; perceive established goals and objectives of the department and work to ensure their fulfillment; maintain an organized work area and filing systems to support the department; interpret and apply District policies, laws rules and regulations; compose correspondence on own initiative; carry out directives with minimal supervision and meet time lines; establish and maintain an effective working relationship with those contacted in the course of work and work cooperatively with co-workers; effectively meet administrative and professional personnel and the public dealing with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness as necessary; evaluate situations (i.e. involving staff, students, parents and the public, etc.) to inform appropriate supervisor for a resolution and follow-up as necessary; make arithmetical calculations with speed and accuracy; understand and carry out oral and written directions; work cooperatively with those contacted in the course of work.

**Skills:** Type at a rate of 60 words per minute from clear, legible copy. Proficient at Microsoft Word - Excel, Access, Publisher, Outlook, Galaxy and other office computer applications.

#### **EDUCATION AND EXPERIENCE**

**Education:** Equivalent to graduation from high school, supplemented by two (2) years of college-level training or course work in office management of business administration. Additional, Administrator's Secretary or high level Technician experience may be supplements for the college-level training or course work

**Experience:** Six (6) years of increasingly responsible secretarial and/or administrative assistant experience, including three (3) years of secretarial experience in a California public school district is required.

#### **REQUIRED LICENSES AND/OR CERTIFICATES**

Possession of a valid and appropriate California Driver's License; qualify for Notary Public Commission.

#### **EMPLOYMENT STATUS**

Confidential Position

Classified Confidential Salary Schedule 202, Row 2

3/24/15