

JOB DESCRIPTION

March 2011

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

ADMINISTRATIVE ASSISTANT (Confidential Position)

General Purpose:

An Administrative Assistant is responsible to the County Superintendent and works under the direct supervision of the assigned program administrator. The Administrative Assistant provides confidential and administrative support; assists with the development and/or presentation in matters related to collective bargaining; performs a wide variety of administrative assistant and secretarial functions; coordinates activities of assigned administrative personnel; ensures compliance with activities under area of responsibility with financial, legal and administrative requirements; and provides information, recommendations and/or directions as may be requested by the assigned administrator.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Provides assistance in all essential functions and responsibilities related to collective bargaining/confidential matters.
- Performs complex office assistance, secretarial, and administrative support.
- Handles routine administrative details not requiring the immediate attention of the administrator.
- Arranges and schedules a variety of meetings and appointments, notifies participants, confirms dates and times, reserves meeting sites and prepares needed materials (e.g., district personnel meetings, negotiation sessions, etc).
- Attends meetings as assigned to convey and/or gather information required to perform functions.
- Compiles data from a variety of sources to comply with financial, legal and administrative requirements.
- Composes and prepares written materials (e.g., reports, memos, letters, bulletins, etc.) for the purpose of documenting activities, providing and/or requesting information.
- Coordinates a variety of programs and/or activities (e.g., task assignments, meetings, professional activities, workshops, travel, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance of established guidelines.
- Establishes and maintains a variety of records, logs, and filing systems pertaining to assigned areas of responsibility.
- Evaluates situations for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Makes arrangements necessary for staff attendance at professional meetings and conferences, including registration, reservations, travel requests and other required documentation.
- Maintains documents, files and records for the purpose of providing up-to-date reference and audit trail for compliance.
- Maintains inventory of supplies and materials for the purpose of ensuring item's availability.
- Monitors and maintains department budgets, monitoring balances and keeping accurate financial records, and records courses of action to program administrator.

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- Monitors assigned department activities (e.g., coordinating attendance accounting and recordkeeping) and/or program components for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Processes documents and materials for the purpose of disseminating information to appropriate parties.
- Provides work coordination, trains and monitors workload of department staff and any substitute clerical positions and communicates results of work projects to program administrator.
- Researches a variety of sources (e.g., current practices, policies, the California Education Code, state and federal law, etc.) for the purpose of providing information and making recommendations in a variety of administrative areas.
- Screens and processes all department forms and documentation to ensure compliance with policy, practice, law and bargaining unit agreements.
- Screens mail correspondence, redirecting mail as appropriate, and screens telephone calls and office visitors.
- Takes and transcribes dictation and notes from administrator and at meetings.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- High school diploma or equivalent.
- AA degree preferred.

Experience:

- Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain knowledge and abilities would be: five years of broad, varied, and increasingly responsible secretarial experience preferably including at least two years in a public education setting.

Knowledge, Skills and Abilities:

Knowledge of:

- Programs and functions under the management of the administrator to which assigned.
- Laws and regulations affecting educational program functions and services.
- Financial, budgetary, and account record keeping.
- Purchasing and inventory procedures.
- Filing and record keeping procedures.
- Letter and report writing.
- Receptionist and telephone techniques.
- Operations of computer equipment and software packages such as word processing, spreadsheet, database, and desktop publishing.
- Office practices, methods, procedures, and equipment.

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- Proper English usage, spelling, grammar, and punctuation.
- Mathematics.

Skills and Ability to:

- Be responsible for the office function in support of the administrator to which assigned.
- Interpret and apply rules, policies, and regulations with good judgment in a variety of situations.
- Maintain a variety of administrative files and records.
- Work with minimum supervision.
- Perform a variety of complex administrative assistance assignments.
- Compile information and prepare accurate letters and reports.
- Make arithmetical calculations quickly and accurately.
- Type at a rate of 60 words per minute from clear, legible copy.
- Operate a variety of office equipment including personal computer terminals.
- Perform advanced applications with word-processing, spreadsheet, database and desktop publishing software.
- Perform general accounting procedures.
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions.
- Establish and maintain cooperative working relationships.

Required Testing:

- Applicants may be tested on skills applicable to position.

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a typing certificate for 60 net wpm issued within the last two years (no on-line certificates accepted).

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, continuous contact with staff, representatives of other agencies, government agencies and the public.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone.

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- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings.
- Facility to drive an automobile.
- Facility to determine and differentiate colors.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Non-exempt

Employee Group: Confidential

Salary Grade: Range III, Confidential Salary Schedule

Reviewed and Approved:

Supervisor: Keele J. Bray Date: 3/3/11

Human Resources: [Signature] Date: 3/3/11