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.
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.
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 online 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.
• 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: [Signature] Date: 3/3/11
Human Resources: [Signature] Date: 3/3/11