

ADMINISTRATIVE ASSISTANT I

JOB SUMMARY

The Administrative Assistant I provides clerical and secretarial assistance to a middle school Assistant Principal and other administrators and staff as assigned. The Administrative Assistant I relieves the assigned administrator(s) of administrative detail. The Administrative Assistant I also maintains the Associated Student Body (ASB) financial records.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Administrative Assistant I may perform any combination of the of the following:

- Relieves the administrator or other assigned staff of routine administrative detail.
- Maintains ASB financial records, monitors the ASB budget, and processes ASB transactions.
- Performs other ASB bookkeeping tasks as assigned such as recording revenue from sales, collecting field trip payments, processing accounts receivables and payables, reconciling bank statements, and performing new-year opening and year-end closing tasks.
- Receives, screens and processes visitors, telephone calls, and mail.
- Provides information and directs inquiries to appropriate staff.
- Evaluates situations and determines appropriate action to take.
- Composes written communications.
- Maintains current, organized, and secure records, complying with established practices and policies.
- Compiles, enters and verifies data and produces reports.
- Coordinates activities such as events, meetings, and schedules.
- Applies and clearly explains District and worksite policies and procedures.
- Takes meeting minutes and prepares agendas.
- Assists other office staff in completing work assignments.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Current, up-to-date office practices and procedures.
- Telephone techniques and etiquette.
- Electronic and manual recordkeeping practices.
- Computer-based applications such as word processing, databases, spreadsheets, calendars, and email.
- Workplace math such as arithmetic operations, percents, rounding, and problem solving.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Business writing, proofing and editing.
- Basic bookkeeping practices and regulations.

ABILITY TO:

- Perform ASB bookkeeping tasks in compliance with financial, legal and administrative requirements.
- Coordinate and schedule activities, meetings and events.

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- Compose written communications applying correct English usage, grammar, spelling, punctuation and vocabulary.
- Adapt to changing work priorities.
- Operate a variety of office equipment.
- Use current, up-to-date computer-based applications such as word processing, databases, spreadsheets, calendars and e-mail to perform job duties efficiently.
- Keyboard information accurately and at a rate of speed sufficient to complete required tasks.
- Provide information to staff, students, parents and the public.
- Communicate with courtesy, diplomacy and tact.
- Learn, apply and clearly explain District and worksite policies and procedures.
- Understand and resolve issues, complaints and problems related to assigned duties.
- Work effectively, independently and as part of a team with minimum supervision.
- Maintain confidentiality of sensitive information.
- Establish and maintain cooperative working relationships with others.
- Organize, safeguard, and comply with recordkeeping practices and policies.
- Compile, enter and verify data and produce reports.
- Perform accurate math calculations.
- Plan, prioritize and organize work, schedules and timelines.
- Work with constant interruptions.
- Exercise appropriate judgment when making decisions.
- Complete routine tasks thoroughly, accurately and with attention to detail.

EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. One year of increasingly responsible clerical and secretarial experience involving recordkeeping and frequent contact with the public is required. Basic bookkeeping experience is preferred.

DISTINGUISHING CHARACTERISTICS

The Administrative Assistant I is a classification within the Administrative Support series. Positions in this series provide clerical and progressively more responsible secretarial and administrative support as the series progresses.

The **Administrative Assistant I** provides clerical and secretarial assistance to a middle school Assistant Principal and also maintains ASB financial records.

Differentiation between Administrative Assistant I and positions above and below are distinguished as follows:

The **Administrative Assistant II** relieves a high school Assistant Principal, or program or department Director or Supervisor, who has a broader scope of responsibility at the high school level or for a District-wide program or department.

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The **Secretary** performs a variety of clerical and secretarial tasks to support department or school program administrators and staff. Assigned duties require knowledge of policies and procedures related to the department or program.

REQUIRED TESTING

Pre-employment testing and assessment is required in order to demonstrate the minimum qualifications for the position.

CERTIFICATES

None

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as needed.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back
Seldom/Occasionally	pushing and pulling, reach above shoulder, reach at shoulder
Occasionally	walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet
Occasionally/Frequently	handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, reach below shoulder

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

None