

ADMINISTRATIVE ASSISTANT IV

JOB SUMMARY

The Administrative Assistant IV assists a high school Principal in carrying out his or her functional responsibilities and relieves him or her of administrative detail. The Administrative Assistant IV initiates action on behalf of a Principal within established guidelines. The Administrative Assistant IV ensures that office operations run efficiently.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

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

- Assists the Principal in carrying out his or her functional responsibilities.
- Relieves the Principal of routine administrative detail.
- Communicates information, advice and instructions on behalf of the Principal.
- Serves as the office manager, ensuring procedures and processes are efficient.
- Leads, guides, delegates, and coordinates the work of office staff.
- 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 that comply 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.
- Oversees and monitors a complex budget for the school site.
- Manages the process of ordering, receiving and inventorying a variety of supplies, equipment and other items.
- Oversees personnel processes such as timesheets, evaluations, and employee records.
- 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.
- English usage, grammar, spelling, punctuation and vocabulary.

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- Business writing, proofing and editing.

ABILITY TO:

- Lead, guide, delegate and coordinate the work of office staff.
- Plan and oversee clerical office projects.
- Develop efficient office procedures and processes.
- Monitor budget expenses, process payments, and order supplies.
- Coordinate and schedule activities, meetings and events.
- 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 wordprocessing, 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.
- 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, meeting 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. Three years of increasingly responsible clerical and secretarial experience involving recordkeeping and frequent contact with the public is required. Office management experience is preferred.

DISTINGUISHING CHARACTERISTICS

The Administrative Assistant IV is the highest job classification in the Administrative Support job family. Positions in this series provide clerical and progressively more responsible secretarial and administrative support as the series progresses.

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The **Administrative Assistant IV** assists a Principal of a high school, where there is a larger volume of staff, students, classes and extracurricular programs than are found in a middle school or continuation high school or a department. Positions in the Administrative Assistant IV class have a broad knowledge of high school operations, procedures and policies. The Administrative Assistant IV leads, guides, delegates, and coordinates the work of office staff.

Differentiation between the Administrative Assistant IV and the position below is as follows:

The **Administrative Assistant III** assists a Principal of a middle school or continuation high school, or an administrator of a department with multiple functions. Positions in the Administrative Assistant III class have a broad knowledge of middle or continuation high school or department operations, policies and procedures.

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)

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| Seldom | stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back |
| Seldom/Occasionally | pushing and pulling, reach above shoulder, reach at shoulder |

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| 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