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District Office Administrative Assistant

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**BASIC FUNCTION:**

Under the direction of an assigned administrator, perform varied and responsible secretarial and administrative duties to relieve the administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications for the assigned supervisor.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Perform varied and responsible secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications; assure smooth and efficient office operations.
- Serve as secretary to the assigned administrator; perform public relations and communication services for the administrator; receive, screen and route telephone calls; take and relay messages as appropriate; schedule and arrange appointments and other events.
- Receive visitors, including administrators, staff and the public and provide information or direct to appropriate personnel; exercise independent judgment in resolving a variety of issues and refer difficult issues to the administrator as necessary; provide technical information and assistance related to office or program operations, policies and procedures.
- Input a variety of data into modern software systems; initiate queries and generate a variety of computerized reports as requested; establish and maintain automated records and files; assure accuracy of input and output data.
- Receive and process a variety of applications; collect, log and reconcile payments.
- Research, compile and verify a variety of information; compute statistical information for a variety of reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed.
- Prepare and maintain a variety of data, records and reports related to office programs, financial activity, student information, personnel and assigned duties; assure accuracy and completeness of data, records and reports; establish and maintain filing systems.
- Coordinate, schedule and attend a variety of meetings; prepare and send out notices of meetings; maintain appointment and activity calendar; collect and compile information for meetings and projects.
- Operate a variety of modern office equipment.
- Prepare, process and code purchase orders and invoices for assigned office or program as directed; monitor office or program expenditures and budgets; reconcile assigned accounts.
- Monitor, order, receive and maintain inventory of supplies.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office practices, procedures and equipment.  
Telephone techniques and etiquette.  
Policies and objectives of assigned program and activities.  
Applicable laws, codes, regulations, policies and procedures.  
Record-keeping techniques.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.  
Operation of a computer and assigned software.  
Methods of collecting and organizing data and information.  
Business letter and report writing, editing and proofreading.

**ABILITY TO:**

Perform varied and responsible secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail.

Serve as secretary to the administrator and coordinate communications between administrators, personnel, parents, students and the public.  
Assure smooth and efficient office operations.  
Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.  
Work independently with little direction.  
Compose correspondence and written materials.  
Type or input data at an acceptable rate of speed.  
Understand and resolve issues, complaints or problems.  
Maintain confidentiality of sensitive and privileged information.  
Determine appropriate action within clearly defined guidelines.  
Establish and maintain cooperative and effective working relationships with others.  
Maintain records and files.  
Compile and verify data and prepare reports.  
Operate a variety of office equipment including a computer and assigned software.  
Complete work with many interruptions.  
Plan and organize work.  
Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

Graduation from high school or equivalent;  
Clerical or secretarial experience involving frequent public contact is highly desirable.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person and on the telephone.  
Sitting or standing for extended periods of time.  
Seeing to read a variety of materials.  
Bending at the waist, kneeling or crouching to file materials.

**CLEARANCES:**

Criminal Justice Fingerprint Clearance  
TB Clearance

Board Approve 4/19/17

The Auburn Union School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, sex, sexual orientation, gender, ethnic group, identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any know disability.

**THE AUBURN UNION SCHOOL DISRICT MAINTAINS A TOBACCO-FREE, DRUG-FREE ENVIRONMENT.**

