

## ADMINISTRATIVE ASSISTANT (CONFIDENTIAL)

### BASIC FUNCTION:

In the regular course of duties, has access to, or possesses information relating to, the District's employer/employee relations. Performs a variety of highly independent, difficult and complex secretarial clerical and administrative duties in support of an Assistant Superintendent as well as periodic support of the Superintendent.

### REPRESENTATIVE DUTIES:

Individual positions may not perform all of the duties listed, nor do these examples include all responsibilities of positions in this class.

Collect, compile, compute and analyze information related to negotiations'. *E*

Perform a variety of complex and responsible clerical and administrative duties in support of Assistant Superintendent; assure that the operations of the Assistant Superintendent's office are completed in a timely, accurate and cooperative manner. *E*

Assist other departments, schools, public agencies, employee groups and parents with requests for assistance in areas such as budgets, policies and procedures, purchase orders, staffing and others. *E*

Receive requests for information or complaints from parents or others; attempt to resolve issues and refer issues to the Assistant Superintendent or Superintendent in accordance with District policy. *E*

Review documentation to be presented to the Board of Education; assure appropriate signatures and paperwork accompany documents; process documents following Board approval; maintain databases of approved documents. *E*

Coordinate the process of Board approval of items initiated through the Assistant Superintendent's office to assure time lines and deadlines are met. *E*

Support Assistant Superintendent with committee functions. *E*

Prepare and distribute minutes of committee meetings as assigned. *E*

Assist Assistant Superintendent with human resources tasks, including, by way of illustration and not limitation, staff development, maintenance of personnel files, staffing charts, seniority lists and job postings, and tasks related to securing substitute employees. *E*

Provide information where judgment, knowledge and interpretation of policies and regulations are necessary.

Develop presentations for use by the Assistant Superintendent, including booklets, overheads, brochures, charts and others; utilize software programs as appropriate. *E*

Provide overall office coordination, including leading individuals within the Office of the Assistant Superintendent; coordinate absences and oversee the ordering of supplies. *E*

Review and check documents for completeness, accuracy and conformance with applicable rules and regulations and procedural requirements. *E*

Receive/screen visitors and telephone calls from the public, staff and parents; exercise independent judgment in providing information or referring individuals to the appropriate staff members or Assistant Superintendent. *E*

Transcribe a variety of materials; compose correspondence independently. *E*

Maintain current knowledge of pertinent laws, rules and regulations. *E*

Perform a variety of special projects and prepare special reports as directed by the Assistant Superintendent or Superintendent; prepare various State and federal reports. *E*

Operate a variety of office machines including a computer, typewriter, telephone, calculator, Dictaphone, facsimile and tape recorder. *E*

Coordinate and schedule appointments, arrange meetings and make travel arrangements; attend meetings as assigned. *E*

Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

District policies, laws, rules and regulations related to functions of the Superintendent's office.

Principles and practices of training and providing work direction to others. Modern office practices, procedures and equipment.

Letter and report preparation techniques.

Data management.

Storage and retrieval systems.

Receptionist and telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary. Computational methods.

Operation of office machines including computer equipment and specified software.

#### ABILITY TO:

Maintain confidentiality.

Perform responsible clerical and secretarial work independently and effectively.

Establish and maintain cooperative and effective working relationship with others. Maintain current knowledge of pertinent rules, regulations, requirements and restrictions. Analyze difficult and sensitive situations and adopt an appropriate course of action.

Independently and effectively perform a variety of difficult and complex secretarial, clerical and administrative support services.

Prepare information and presentation materials for workshops and special meetings. Compose correspondence and other narrative material.

Assemble and compile data/information and prepare reports.

Maintain complex files and records.

Understand, read, interpret, apply, explain and retain a variety of policies, procedures and technical written material and information.

Operate a variety of office equipment.

Type at 60 words per minute from clear copy.

Work confidentially with discretion on sensitive and private information applicable to collective bargaining or union matters.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma or equivalent and three (3) years of responsible secretarial experience performing a wide variety of duties, preferably in the field of public education and/or in the field of the supervising Assistant Superintendent.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment. Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

Bending at the waist, stooping, twisting, kneeling or crouching. Sitting for long periods.

Reaching overhead, above the shoulders and horizontally to maintain and retrieve files.