

CULVER CITY UNIFIED SCHOOL DISTRICT

CLASS TITLE: ADMINISTRATIVE ASSISTANT

BASIC FUNCTION:

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

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform varied and responsible secretarial and administrative assistant duties to relieve the Director 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 interviews, appointments, conferences 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 an assigned computer system; 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.

Research, compile and verify a variety of information; compute statistical information for a variety of reports, including various federal, state and district reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed.

Compose, independently or from oral instructions, note or rough draft, a variety of materials including inter-office communications, applications, requisitions, forms, contracts, letters, memoranda, bulletins, flyers, brochures, agenda items and other materials; review and proofread a variety of documents.

Request information and data from district sites, review data for accuracy; compile accurate and comprehensive reports from data for all district sites.

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; reserve facilities; collect and compile information for

meetings, projects and workshops.

Take, transcribe and distribute minutes, notes, correspondence, memoranda, reports and other communicative forms requiring technical terminology and familiarity of legal mandates, policies, regulations and operational procedures affecting the administrator's functional responsibilities.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.

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; prepare and assure accuracy of bank deposits; maintain auditable records.

Receive, sort and distribute mail; open mail and compose responses independently as appropriate; prepare and distribute informational packets and bulk mailings as directed.

Monitor inventory levels of office supplies; order, receive and maintaining inventory of office supplies.

Coordinate travel arrangements and hotel reservations as necessary; prepare and assure proper completion of reimbursement forms.

Train and provide work direction to assigned clerical staff.

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.

Principles and practices of training and providing work direction to others.

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.

Basic arithmetic.

ABILITY TO:

Perform varied and responsible secretarial and administrative assistant duties to relieve the Director 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.
Train and provide work direction to others.
Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.
Work independently with little direction.
Compose correspondence and written materials independently or from oral instructions.
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.
Make arithmetical calculations with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years increasingly responsible clerical or secretarial experience involving frequent public contact.

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.