

DELANO UNION SCHOOL DISTRICT

Administrative Assistant

Brief Description of Job

Serves as the secretary to a district administrator. The administrative assistant is responsible for a wide variety of quasi-administrative and clerical duties requiring confidentiality and a specialized knowledge of District functions and operations. Utilizes independent judgement and action.

Administrative Relationship

Works under the direction of a District Administrator.

Required Qualifications

Must have knowledge of school district functions, policies, rules and regulations to assist in the administration of a department within the district. Must use correct English, spelling, grammar, and punctuation. Must be able to gather information and compose correspondence, take notes at meetings and transcribe into accurate reports. Must be able to take responsibility and use good judgement, and understand and carry out oral and written instructions. Must be able to type 60 words per minute for five (5) minutes from clean copy with 95% accuracy and have a thorough knowledge of word processing. Must be able to pass a District-administered computer literacy test. Must possess a valid California Driver's License. Ability to communicate in Spanish and take dictation is desirable.

Experience

Minimum of four (4) years of successful clerical experience within the Delano Union School District or pass all tests, including all tests required of a Clerk III, or four (4) years in a position of equal responsibility and secretarial skills.

Education

Minimum of high school graduation or equivalent. Junior College/Business School secretarial training highly desirable. Must meet high District standards for English, spelling and grammar.

ESSENTIAL FUNCTIONS OF THIS POSITION

- 1. Maintains confidentiality of information and establish effective work relationships with those contacted during the course of work;**
- 2. Maintains files, operates office equipment, and assists in the preparation of requisitions, records and administrative reports;**
- 3. Performs a variety of general secretarial work with minimum supervision;**
- 4. Maintains a variety of records, including confidential files and records;**

- 5. Makes public contacts and answers questions about routine procedures and policies;
- 6. Attends meetings and conferences as requested and takes and transcribes notes into summary form;
- 7. Performs all other duties as assigned.
- 8. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements.

- 1. Seldom = Less than 25%
- 2. Occasional = 25 - 50%
- 3. Often = 51 - 75 %
- 4. Very Frequent = 76% and above

- 4 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 3 b. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter.
- 4 c. Ability to hear and understand speech at normal levels.
- 4 d. Ability to communicate so other will be able to clearly understand a normal conversation.
- 3 e. Ability to bend and twist, stoop, kneel, run and crawl.
- 2 f. Ability to lift 20 lbs.
- 2 g. Ability to carry 20 lbs.
- 4 h. Ability to operate office equipment.
- 4 i. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION

- 1. Other related duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Board approved: November 6, 2001