



ADMINISTRATIVE ASSISTANT I

DEFINITION:

Under the supervision of the Coordinator, Director, or assigned administrator, performs a variety of specialized secretarial and clerical work to relieve the assigned administrator of a wide variety of routine administrative and office duties and to provide support to an assigned department or program office.

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant I classification provides primary support to a Coordinator or Director of a program or secondary support to higher-level administrators. The classification performs varied and responsible administrative assistant duties requiring thorough understanding of a program or functional area. The Administrative Assistant II classification provides primary and complex secretarial support to an Executive Director. Incumbents require thorough knowledge of organizational operations, policies and procedures and assigned department or programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provides clerical support to an assigned Coordinator, Director or administrator and related office; organizes and expedites the flow of work through a District office responsible for a large program.
- Performs specialized secretarial duties designed to relieve a Coordinator or Director of clerical and administrative support detail.
- Performs a variety of skilled clerical and secretarial work, including typing, proofreading, filing, checking and recording information.
- Updates and maintains complex records and reports related to assigned program and activities including those of a confidential nature; compiles reports, handbooks and special projects from a variety of sources; initiates queries and generates various computerized lists and reports as requested.
- Inputs a variety of data into an assigned computer system; assures accuracy of input and output data; establishes and maintains record systems and files.
- Updates and maintains assigned calendars; arranges and schedules meetings, appointments and interviews; assists with arranging special events and performing related duties for assigned program as required.
- Performs a variety of clerical accounting duties in support of assigned program or office as assigned; tracks assigned budgets according to established procedures; performs budget transfers as assigned.
- Submits purchase orders, warehouse orders, personnel requisitions, facility requests, travel requests, consultant paperwork and requests for reimbursements as assigned; processes stipends for assigned personnel according to established procedures as assigned; receives and processes applications and paperwork related to assigned department and program.
- Screens calls and visitors and screens incoming correspondence routed to the assigned administrator for priority and background information. Answers the 5000 general line, answers general inquiries and forwards calls accordingly.
- Independently composes correspondence, answers inquiries and provides information on a wide range of technical and program matters for administrators, teachers, staff and the public.
- Provides documents to official agencies according to established procedures.
- Assists with coordinating the work of other staff members to assure timely completion of work and assure that records are complete and accurate.
- Assists administrator with meeting preparation; sends invitations, prepares agendas, makes copies of handouts and materials, reserves and sets up conference and meeting rooms accordingly; arranges for meeting refreshments; attends assigned meetings and takes meeting notes; distributes meeting notes to appropriate parties.
- Communicates with various internal and external contacts including various personnel and community members to exchange information, coordinate activities and resolve issues or concerns.
- Operates a variety of office equipment including a copier, fax machine, computer and assigned

- software.
- Performs related work as required.

QUALIFICATIONS GUIDE

Knowledge of:

- Modern office practices, procedures and equipment.
- Policies and objectives of assigned programs and activities.
- General terminology, practices and procedures of assigned office.
- Record-keeping and filing techniques.
- Business letter and report writing, editing and proofreading.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Principles and practices of data processing.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Methods of collecting and organizing data and information.
- Mathematic calculations.

Ability to:

- Perform a variety of clerical and secretarial duties to relieve the administrator of administrative and clerical detail.
- Assist in assuring smooth and efficient office operations.
- Compose correspondence and written materials independently or from oral instructions.
- Perform a variety of clerical accounting duties in support of assigned department or program.
- Answer telephones and greet the public courteously.
- Complete work with many interruptions.
- Compile and verify data and prepare reports.
- Maintain a variety of records, logs and files.
- Utilize a computer to input data, maintain automated records and generate computerized reports.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Add, subtract, multiply and divide with speed and accuracy.
- Type at a net corrected speed of 50 words per minute.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level course work in a related field and two years of increasingly responsible administrative or clerical support experience.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Reaching overhead, horizontally and above shoulders to reach files and materials.
- Bending the waist, kneeling or crouching to file and retrieve materials.
- Lifting, carrying, pushing and pulling light objects up to 10 pounds.
- Seeing to read a variety of materials.

WORK ENVIRONMENT:

Indoor/Office environment. Constant interruptions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

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