



IRVINE UNIFIED SCHOOL DISTRICT

CONFIDENTIAL ASSISTANT

DEFINITION:

Under the supervision of the Superintendent or Assistant Superintendent, performs highly responsible and confidential secretarial and administrative assistant duties to relieve the Assistant Superintendent of a variety of administrative details; plans, organizes and participates in administrative and clerical operations related to assigned functions; maintains confidentiality of sensitive and privileged information.

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

- Performs a variety of highly responsible duties to relieve the administrator of a variety of secretarial and administrative details; plans, coordinates and organizes office and department activities and flow of communications for the administrator; maintains confidentiality of privileged and sensitive information.
- Organizes and expedites the flow of work through a major District office responsible for a large or major program.
- Maintains confidentiality regarding issues related to negotiations and collective bargaining matters.
- Inputs a wide variety of data into an assigned computer system; establishes and maintains automated files and records; creates queries and generates a variety of computerized lists and reports; assures timely distribution and receipt of a variety of records and reports; assures accuracy of input and output data.
- Receives, screens and routes telephone calls; greets and assists visitors; refers callers or visitors to appropriate staff members; takes and relays messages; responds to requests, complaints and questions from officials, staff and the public; receives, sorts and routes incoming correspondence; reviews and determines priority of incoming mail.
- Prepares Board reports and related information according to established procedures; assists with Board meeting preparation as assigned.
- Coordinates and schedules various appointments and meetings; makes travel arrangements as assigned; prepares and assures proper completion of reimbursement and mileage forms as assigned; maintains and coordinates the Assistant Superintendent's calendar.
- Receives and addresses complaints accordingly, utilizing knowledge of departmental policies and general District rules and regulations; interprets policies and regulations to officials, staff and the public.
- Answers inquiries and provides information on a wide range of technical and program matters for administrators, teachers, personnel and the public.
- Prepares and submits purchase orders and work orders as assigned; assists with petty cash reconciliation; assists with preparing budget reports as assigned.
- Communicates with various personnel, District departments and outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Composes correspondence independently on a variety of matters including those of a confidential nature; prepares, formats, edits, proofreads and revises written materials.
- Attends a variety of meetings as assigned; prepares related notices, reports, presentations and agendas as assigned; records and transcribes minutes; prepares and distributes minutes, updated records, statements, documents and reports to appropriate personnel as assigned.
- Operates and maintains a variety of office equipment including a copier, fax machine, computer and assigned software; arranges for equipment repairs as needed.
- Develops and implements office procedures to assure complete and timely operations; trains and provides work direction and guidance to assigned personnel as directed.

QUALIFICATIONS GUIDE

Knowledge of:

- Functions and secretarial operations of an administrative office.
- Organizational operations, policies and objectives.
- Applicable laws, codes, regulations, policies and procedures.

- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Methods of collecting and organizing data and information.
- Business letter and report writing, editing and proofreading.
- Basic public relations techniques.
- Operation of a computer and assigned software.
- Basic mathematics.

Ability to:

- Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Assistant Superintendent of a variety of administrative details.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Plan, coordinate and organize office activities and flow of communications and information for the assigned administrator.
- Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
- Compose effective correspondence independently.
- Maintain a variety of complex and confidential files and records.
- Assure efficient and timely completion of office and program projects and activities.
- Understand and resolve issues, complaints or problems.
- Operate a variety of office equipment including a computer and assigned software.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Meet schedules and time lines.
- Work independently with little direction.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Type or input data at an acceptable rate of speed.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science or related field and four years of increasingly responsible secretarial or administrative assistant 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.

- Hearing and speaking to exchange information in person or on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Lifting and carrying light objects up to 25 pounds.

WORK ENVIRONMENT:

Office environment. 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.