

Magnolia School District

ADMINISTRATIVE ASSISTANT

DEFINITION

Under direction, serves as secretary to a cabinet level administrator by organizing office activities, supervising clerical staff, coordinating communications, and performing responsible and complex secretarial and clerical duties; performs assigned technical activities; may take, transcribe, and prepare minutes and other correspondence; performs related work as necessary or required.

CLASS CHARACTERISTICS

Positions in this class serve district administrators at the cabinet level who hold the broadest, district wide line and staff responsibilities.

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Organizes/coordinates office activities to enhance the efficient flow of communications, filing, record-keeping, and reporting;
- Relieves supervisor of administrative details;
- Compiles reports utilizing independent judgment in collecting, analyzing, and processing data;
- Handles routine correspondence, questions, and inquiries concerning the specific application of District and office policies and procedures with accuracy, promptness, and tact;
- May take, edit, and prepare dictation involving substantial technical terminology, organizational and procedural knowledge, and familiarity with laws, policies, and directives;
- May take, transcribe, prepare, and report official minutes or conference dictation, using experienced business judgment;
- Composes letters and memos from brief notes or general instructions;
- Compiles agenda materials, statistical data, and various drafts for administrative approval;
- Maintains schedules of appointments and deadlines;
- Screens calls and visitors;
- Types letters, reports, and other data accurately and appropriately;
- Opens, prioritizes, and routes administrator's mail and correspondence;
- Inputs and retrieves information and data utilizing data and word processing equipment;
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Functions, organization, and clerical operation of an administrative office;
- Scheduling, coordinating, evaluating, and supervising work of others;
- Modern office methods, procedures, terms, equipment, and public relations;
- Appropriate telephone etiquette, English usage, spelling, grammar, and punctuation;
- Business mathematics, filing systems, record and report keeping procedures;
- Basic objectives, organization, and functions of a California school district.

Ability to:

- Interact and communicate effectively with others;
- Perform and supervise difficult office, secretarial, and clerical work involving independent judgment and requiring accuracy and speed;
- Make clear and comprehensive reports;
- Develop, keep locate, and maintain diverse records;

- Understand, interpret, and apply rules and directions to specific situations requiring good judgment, tact, and poise;
- Compose correspondence independently;
- Type at a net corrected speed of 60 wpm;
- Take dictation or type from a recording;
- Use computer word processing and spreadsheet software;
- Willingness to take on new responsibilities and adapt to changing situations.

Education and Experience:

- Graduation from high school or equivalent, including or supplemented by business courses;
- Course in word processing, computer skills, and proofreading;
- Post-secondary Education – Preferred;
- Prior successful experience performing responsible clerical, secretarial, and administrative support work in a major administrative office.

WORKING ENVIROMENT

While performing the duties of this job, the employee works in a school and/or classroom as needed. The employee’s primary responsibility is working with students and staff during the school day. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working direct and/or constant supervision; and working in a school environment where the noise level is usually moderate.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Depending on the work location, this assignment may involve sitting, walking, bending, squatting or standing for brief periods. Other locations may be mostly standing moving from computer to computer.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

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