

**CAJON VALLEY UNION SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**CLASS TITLE: ADMINISTRATIVE ASSISTANT I**

**BASIC FUNCTION:**

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

**DISTINGUISHING CHARACTERISTICS:**

Administrative Assistant positions perform complex and responsible secretarial duties for a District-level administrator. Administrative Assistant I positions report to the Director of a District-wide program involving homogeneous functions related to the program. Administrative Assistant II positions report to a Director of a large District wide program of three or more unrelated programs.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Perform varied and responsible secretarial and administrative assistant duties to relieve the administrator 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 or required; 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; 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.

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 as directed.

Operate a variety of office equipment including a calculator, copier, fax machine, multi-line telephone system, typewriter, scanner, computer and assigned software; train users on District-wide computer software and hardware as assigned; support and troubleshoot software and hardware.

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.

**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.

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 administrator 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.

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 45 words per minute from clear copy.

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 or equivalent supplemented by secretarial training and two years increasingly responsible secretarial experience in a large organization 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.