

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SENIOR ADMINISTRATIVE ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned administrator, coordinate and organize office activities to assure the smooth running of an assigned District division; perform a wide variety of independent secretarial and administrative assistant duties to relieve the supervisor of administrative and clerical detail; coordinate flow of communications between administrators, faculty, staff, students, parents and the public.

DISTINGUISHING CHARACTERISTICS:

The Senior Administrative Assistant classification serves as a secretary to an administrator with responsibility over a major District division. Incumbents in this class perform duties requiring a high level of initiative and independent decision-making. Incumbents in this class perform duties requiring independent decision-making covering a broad range of District activities. The Administrative Assistant I, II and III classifications serve as secretaries to an administrator with responsibility over a number of major functions. Incumbents in these classes perform duties under minimal direction.

ESSENTIAL FUNCTIONS:

Coordinate and organize office activities to assure the smooth running of an assigned District division; type a variety of correspondence, memoranda, requisitions, reports, board agendas, lists, bulletins, forms and letters.

Perform a wide variety of independent secretarial and administrative assistant duties to relieve the supervisor of administrative and clerical detail; take and transcribe dictation as assigned by the position.

Coordinate flow of communications and serve as a liaison between administrators, faculty, staff, students, parents and the public; explain programs, policies and procedures; initiate and answer telephone calls; screen and route calls; respond to inquiries and provide information; retrieve and respond to messages as appropriate.

Compose a variety of correspondence independently or from oral instruction; retrieve student records and other information as requested by school personnel; maintain confidentiality of sensitive and privileged information.

Prepare and maintain financial records related to the assignment; record expenditures; maintain and monitor department budgets.

Compile information and prepare and maintain a wide variety of data and reports according to established procedures and time lines; participate in special projects and research related to the administrator's area of responsibility.

Prepare and maintain a variety of records related to assigned activities; establish and maintain filing systems; compile and duplicate related materials as needed.

Coordinate and schedule meetings, appointments and conferences; prepare agendas for and take minutes at assigned meetings; arrange travel reservations.

Train and provide work direction and guidance to clerical staff and student assistants as assigned by position; provide input on employee performance as requested.

Operate a variety of office equipment including a copier, fax machine, typewriter, and a computer and assigned software; drive a vehicle to conduct work.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Functions and operations of an administrative office.
- District organization, operations, policies and objectives.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Applicable laws, codes, rules and regulations.
- Financial and statistical record-keeping techniques.
- Research methods.
- Operation of a computer and assigned software.
- Interpersonal skills using tact, patience and courtesy.
- Principles of training and providing work direction.
- Methods of collecting and organizing data and information.
- Business letter and report writing techniques.
- Telephone techniques and etiquette.
- Basic public relations techniques.
- Budgeting practices regarding monitoring and control.
- Modern office practices, procedures and equipment.
- Mathematical computations.

ABILITY TO:

- Coordinate and organize office activities to assure the smooth running of an assigned District division.
- Perform a wide variety of independent secretarial and administrative assistant duties to relieve the supervisor of administrative and clerical detail.
- Coordinate flow of communications between administrators, faculty, staff, students, parents and the public.
- Understand and resolve issues, complaints or problems.

Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Interpret, apply and explain applicable laws, codes, rules, regulations, policies and procedures.
Type at a minimum of 35 words per minute from clear copy.
Take and transcribe dictation at an acceptable rate of speed.
Maintain financial and statistical records.
Compile and verify data and prepare reports.
Analyze situations and determine an effective course of action.
Complete work with many interruptions.
Compose correspondence and written materials independently or from oral instructions.
Establish and maintain a variety of filing systems.
Operate a variety of office equipment including a computer and assigned software.
Prioritize and schedule work.
Plan and organize work.
Determine appropriate action within clearly defined guidelines.
Train and provide work direction to others.
Work independently with little direction.
Make mathematic calculations with speed and accuracy.
Work confidentially with discretion.
Maintain consistent, punctual and regular attendance.
Move hands and fingers to operate a computer keyboard.
Hear and speak to exchange information in person or on the telephone.
Sit for extended periods of time.
See to read a variety of materials.
Bend at the waist, kneel or crouch to file materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school supplemented by college-level course work in business, secretarial science or a related field and four years of secretarial and administrative assistant experience involving frequent public contact.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.
Driving a vehicle to conduct work.