

JOB DESCRIPTION  
October 2012

Placer County Office of Education  
1400 W. Stanford Ranch Rd.  
Rocklin, CA 95765

**ADMINISTRATIVE ASSISTANT**

**General Purpose:**

An Administrative Assistant is responsible to the County Superintendent and works under the direct supervision of the assigned program administrator. The Administrative Assistant provides administrative support; performs a wide variety of administrative assistant and secretarial functions; coordinates activities of assigned administrative personnel; ensures compliance with activities under area of responsibility with financial, legal and administrative requirements; and provides information, recommendations and/or directions as may be requested by the assigned administrator.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required:

- Performs complex office assistance, secretarial, and administrative support.
- Handles routine administrative details not requiring the immediate attention of the administrator.
- Arranges and schedules a variety of meetings and appointments; notifies participants, confirms dates and times, reserves meeting sites and prepares needed materials.
- Attends meetings as assigned to convey and/or gather information required to perform functions.
- Compiles data from a variety of sources to comply with financial, legal and administrative requirements.
- Composes and prepares written materials (e.g., reports memos, letters, bulletins, etc.) for the purpose of documenting activities, providing and/or requesting information.
- Coordinates a variety of program events and or activities (e.g., task assignments, meetings, professional activities, workshops, conferences, travel, etc.).
- Evaluates situations for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Makes necessary arrangements for staff attendance at professional meetings and conferences, including registration, reservations, travel requests and other required documentation.
- Maintains documents, files and records for the purpose of providing up-to-date reference and audit trail for compliance.
- Maintains inventory of supplies and materials for the purpose of ensuring item's availability.
- Assists with monitoring department budgets, including balances and keeping accurate financial records.
- Monitors assigned department activities (e.g., coordinating attendance accounting and recordkeeping) and/or program components for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Processes documents and materials for the purpose of disseminating information to appropriate parties.
- Assists with various aspects of department work flow.
- Researches a variety of sources (e.g., current practices, policies, the California Education Code, state and federal law, etc.) for the purpose of providing information and making recommendations in a variety of administrative areas.

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- Screens and processes all department forms and documentation to ensure compliance with policy, practice, law and bargaining unit agreements.
- Screens mail correspondence, redirecting mail as appropriate, and screens telephone calls and office visitors.
- Takes and transcribes dictation and notes from administrator and at meetings.

### **Minimum Qualifications:**

#### **Employment Eligibility:**

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

#### **Education:**

- High school diploma or equivalent is required.
- AA or BA degree is preferred.

#### **Experience:**

- Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain knowledge and abilities would be: five (5) years of broad, varied, and increasingly responsible secretarial experience preferably including at least two (2) years in a public education setting.

### **Knowledge, Skills and Abilities:**

#### **Knowledge of:**

- Programs and functions under the management of the administrator to which assigned.
- Laws and regulations affecting educational program functions and services.
- Financial, budgetary, and account record keeping.
- Purchasing and inventory procedures.
- Filing and record keeping procedures.
- Letter and report writing.
- Receptionist and telephone techniques.
- Operations of computer equipment and software packages such as word processing, spreadsheet, database, and desktop publishing.
- Office practices, methods, procedures, and equipment.
- Proper English usage, spelling, grammar, and punctuation.
- Mathematics.

#### **Skills and Ability to:**

- Be responsible for the office function in support of the administrator to which assigned.
- Interpret and apply rules, policies, and regulations with good judgment in a variety of situations.
- Maintain a variety of administrative files and records.
- Work with minimum supervision.
- Perform a variety of complex administrative assistance assignments.
- Compile information and prepare accurate letters and reports.
- Make arithmetical calculations quickly and accurately.
- Type at a rate of 60 words per minute from clear, legible copy.
- Operate a variety of office equipment including personal computer terminals.



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- Perform advanced applications with word-processing, spreadsheet, database and desktop publishing software.
- Perform general accounting procedures.
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions.
- Establish and maintain cooperative working relationships.

### **Required Testing:**

- Applicants may be tested on skills applicable to position.

### **Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a typing certificate for 60 net wpm issued within the last two years.

### **Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

### **Work Environment:**

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

### **Physical Requirements:**

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to drive an automobile.
- When applicable, facility to determine and differentiate colors.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary. The Placer County Office of Education is an equal opportunity employer.

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**FLSA Status:** Non-exempt

**Employee Group:** Classified

**Salary Grade:** 32.5

Reviewed and Approved:

Supervisor:  \_\_\_\_\_

Date: 10-9-12

Human Resources:  \_\_\_\_\_

Date: 10/3/12