



STOCKTON UNIFIED SCHOOL DISTRICT

CLASS TITLE: SENIOR ADMINISTRATIVE ASSISTANT

BASIC FUNCTION:

Under the direction of a Director, perform varied and complex 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.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform varied and complex 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 operations of assigned office.

Compile information and prepare a variety of reports related to assigned activities; process and evaluate a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed.

Receive visitors, including administrators, staff, parents and the public and provide information or direct to appropriate personnel; respond to inquiries and provide detailed and technical information concerning policies and procedures where judgment, knowledge and interpretation of procedures and regulations are required.

Assure timely communications between assigned office and District employees; initiate phone calls to receive and transmit information; resolve issues as appropriate; refer difficult situations to the administrator; maintain confidentiality of sensitive and privileged information.

Receive, screen and route telephone calls; take and relay messages as appropriate; serve as a resource to others concerning policies and procedures; respond to requests for records and other documents as directed.

Receive, sort and distribute mail; prepare and distribute informational packets and bulk mailings as directed.

Input data into an assigned computer system; generate a variety of mandated and requested computerized reports according to established time lines; maintain automated records; assure

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accuracy of input and output information.

Compose, independently or from oral instructions, note or rough draft, a variety of materials including inter-office communications, applications, requisitions, forms, letters, contracts, brochures, flyers, legal documents, memoranda, bulletins and other materials; review and proofread a variety of documents.

Maintain a variety of logs and records related to financial activity, student information, personnel, attendance and assigned duties including those of a confidential nature; establish and maintain filing systems.

Perform special projects and prepare various forms and reports on behalf of the Director; attend to administrative details on special matters as assigned; perform varied duties related to the Director's area of responsibility and assigned programs.

Operate a variety of office equipment including a copier, fax machine, typewriter, computer and assigned software; maintain equipment and arrange for repairs as necessary.

Monitor inventory levels of office supplies and materials; order, receive and maintain inventory of office supplies and materials.

Coordinate, schedule and attend a variety of meetings; prepare and send out notices of meetings; maintain appointment and activity calendar; reserve facilities; prepare agendas and take notes as requested; transcribe and distribute minutes as assigned.

Develop and implement office procedures to assure complete and timely operations; create office forms which facilitate work flow; prioritize workload according to established time lines.

Coordinate travel arrangements and hotel reservations as necessary; prepare and assure proper completion of reimbursement forms.

Coordinate special events and activities as assigned.

Maintain regular and prompt attendance in the work place.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- District organization, operations, policies and objectives.
- 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.

ABILITY TO:

- Perform varied and complex 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.
- Work independently with little direction.
- Analyze situations accurately and adopt an effective course of action.
- Maintain confidentiality of sensitive and privileged information.
- Compose correspondence and written materials independently or from oral instructions.
- Assure efficient and timely completion of office and program projects and activities.
- Understand and resolve issues, complaints or problems.
- Establish and maintain cooperative and effective working relationships with others.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Type or input data at 55 words per minute from clear copy.
- Operate a variety of office equipment including a computer and assigned software.
- Maintain a variety of records and files.
- Meet schedules and time lines.
- Plan and organize work.
- Complete work with many interruptions.
- Compile and verify data and prepare reports.
- Communicate effectively both orally and in writing.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to: graduation from high school

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supplemented by college-level course work in secretarial science or a related field and three years of increasingly responsible secretarial experience.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

PHYSICAL DEMANDS:

Employee in this position must have/be able to:

- Enter data into a computer terminal/typewriter and operate standard office equipment.
- Sit for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Lift and/or carry up to 25 lbs at waist height for short distances.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.

Board Adopted: 1/11/05
CSEA Chapter 821
Salary Range: 41

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