

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

JOB TITLE ADMINISTRATIVE ASSISTANT I

REPORTS TO: Assigned supervisor
SUPERVISES: No supervisory responsibilities.

DEFINITION:

Perform a wide variety of specialized clerical and administrative duties requiring a sound knowledge of procedures to relieve the administrator of clerical detail. Coordinate flow of communications and information for the administrator. Prepare and maintain manual and automated records, reports and databases related to program activities.

DISTINGUISHING CHARACTERISTICS:

This level is distinguished from the Office Assistant level in that it performs a wide variety of specialized office functions requiring a sound knowledge of procedures, applies advanced skills, and requires frequent exercise of judgment in performing duties. May provide key support for a functional group. Duties reflect substantial variety and complexity.

QUALIFICATIONS:

Required:

1. High school diploma or equivalent.
2. Three years of clerical or secretarial experience involving frequent public contact. One year of college-level coursework can be substituted for one year experience.
3. Federal Bureau of Investigation and the California Department of Justice fingerprint clearance as required by California Education Code.
4. Valid California Driver's License.

KNOWLEDGE AND ABILITY:

1. Knowledge of modern office practices, procedures and equipment.
2. Knowledge of general terminology, practices and procedures of assigned office.
3. Knowledge of record-keeping and filing techniques.
4. Knowledge of telephone techniques and etiquette.
5. Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
6. Knowledge of operation of a computer and assigned software.
7. Ability to learn policies and objectives of assigned programs and activities.
8. Ability to communicate effectively both verbally and in writing.
9. Ability to complete work with frequent interruptions.
10. Ability to perform mathematic calculations with speed and accuracy.
11. Ability to learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
12. Ability to work confidentially with discretion.
13. Ability to maintain regular and reliable attendance.
14. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
15. Ability to establish and maintain positive and effective working relationships with diverse populations.
16. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
17. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
18. Ability to deal with problems or issues involving several variables in standardized situations that arise within the scope, authority, and skill set of the classification.

ESSENTIAL FUNCTIONS:

1. Receive, open, sort, and distribute mail. Plan, coordinate and organize program activities and coordinate flow of communications and information to ensure smooth and efficient program operations. Monitor related functions to comply with established laws, rules, regulations, policies and procedures.
2. Perform public relations and communication services for the administrator. Receive, screen and route

- telephone calls, emails, and messages. Receive visitors, including administrators, staff, parents and the public and provide information or direct to appropriate personnel. Exercise independent judgment in resolving issues. Refer difficult issues to the administrator. Provide technical information and assistance related to program or SLOCOE operations and related laws, rules, regulations, policies and procedures.
3. Communicate with SLOCOE personnel, governmental agencies, and various outside organizations to exchange information, request and provide materials, coordinate activities and resolve issues or concerns regarding the program.
 4. Coordinate, schedule and attend a variety of meetings. Prepare and send out notices of meetings. Compile and prepare agenda items and other required information for meetings, workshops and other events. Set up equipment and supplies for meetings and other events. Take, transcribe and distribute minutes.
 5. Maintain appointment and activity schedules and calendars. Coordinate travel arrangements and hotel reservations. Process reimbursement claims. Reserve facilities and equipment for meetings and other events. Monitor automated substitute-calling system and arrange substitutes.
 6. Compile information and prepare and maintain records, logs and reports related to programs, students, financial activity, budgets, attendance, staff projects and assigned duties. Establish and maintain filing systems. Review, revise, verify, proofread and edit a variety of documents.
 7. Collect and input data into an assigned computer system. Establish and maintain automated records and files. Initiate queries, develop spreadsheets, manipulate data, and generate various computerized lists and reports. Ensure accuracy of input and output data. Report student or other data information to state agencies as required.
 8. Compose, independently or from verbal instructions, note or rough draft, a variety of materials. Create and edit documents including inter-office communications, forms, letters, memoranda, bulletins, agenda items, labels, fliers, requisitions, handbooks, newsletters, brochures, certificates, contracts and other documents and materials. Format materials to meet program and office needs. Develop and maintain program web pages. Prepare and distribute informational packets and bulk mailings.
 9. Perform clerical accounting duties in support of assigned program or office using accurate mathematical calculations. Monitor income and expenditures, and assist in assuring expenditures do not exceed budget. Prepare, process and code purchase orders and invoices. Arrange for billings and payments. Collect various monies and fees for assigned office or programs. Prepare deposits.
 10. Perform special projects and prepare various forms and reports on behalf of the assigned administrator which may include researching, compiling and verifying a variety of data and information and/or computing statistical information for reports. Assist with the preparation, processing and maintenance of grant information, records and related materials.
 11. Monitor inventory levels of office and designated SLOCOE supplies. Order, receive and maintain appropriate levels of inventory as needed.
 12. Perform related duties within the scope and skill level of the classification.

ENVIRONMENT:

1. Office or school environment.
2. Constant interruptions.

PHYSICAL DEMANDS:

1. Hearing and speaking to exchange information in person or on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard and office equipment.
3. Seeing to read a variety of materials.
4. Sitting or standing for extended periods of time.
5. Physical agility to lift approximately 15 pounds to shoulder height.
6. Lifting, carrying, pushing or pulling light objects.

HAZARDS:

Contact with dissatisfied or abusive individuals.

Grade Allocation:	23
Adopted:	7/1/04
Revised:	3/24/16

