



1122 ADMINISTRATIVE ASSISTANT

Classification Summary

Performs a variety of administrative support and secretarial work in the implementation of program procedures and practices requiring specific knowledge of assigned programs and related program requirements and procedures. Research, correspond, and disseminate program information to administrators, parents, staff, students, other agency officials, and the general public. Perform other related work as required.

Supervisory Relationships

Reports to, and works under the general supervision of, one or more professional staff or a program manager. May provide leadership among other office/clerical staff.

Distinguishing Characteristics

1. Positions in this classification are distinguished from other clerical/secretarial staff by the variety of administrative, technical, and clerical tasks performed, the complexity and variety of procedures required to complete assignments, and the application of program specific procedures (i.e. Workers' Compensation, Chapter 1, Special Education). Positions in this classification serve as principal office technician in support of a program administrator contributing to the efficiency and effectiveness of program(s).
2. This classification is distinguished from the Management Assistant classification in that the reporting relationship is not to an executive officer of the district and not pertaining to the administration of general policies of the district. Policy and procedure issues are more specific to programs, limited in scope, and the overall impact to the district is more restricted to the program assigned.

Examples of Duties

(Any one position may not include all of the duties listed nor do the listed examples include all tasks found in positions of this classification.)

1. Monitor fiscal and expenditures of the program(s) assigned to. Determine code allocation, post and balance revenue and expenditures.
2. Implement program requirements and procedures specific to the programs assigned to.
3. Compile, analyze, and assimilate program data. Detect, inform, and recommend alternative solutions to program problem and issues.
4. Provide administrative secretarial support such as correspondence, composition, transcription, scheduling meetings, and information dissemination to administrators, staff, and the general public.
5. May coordinate the work of other office support staff giving directions and instructions.
6. As an administrative support technician, follow through on administrative or technical detail work corresponding to program requirements.
7. Provide technical or program specific information. Receive and review technical information from external agencies and the public.
8. Under direction, may perform first step analysis of data and information or reports needed for program development and evaluation. Communicate to other staff or program administrator the adequacy or inadequacy of the information or reports. Using knowledge of specific program(s), communicate with others on other information required.
9. Schedule and coordinate meetings, appointments, interviews, workshops, seminars and travel plans.

10. Maintain a specialized record keeping system for a variety of data peculiar to a program or programs. Compile information from various sources, verify, and code data, and store for later retrieval and report preparation using a personal computer or other computer equipment.
11. Maintain regular and prompt attendance.
12. Perform other related duties as assigned.

Required Knowledge, Skills and Abilities

1. Knowledge of applicable program(s) and program requirements in which the position is assigned to.
2. Knowledge of applicable federal, state and district policies specific to the program assigned to. Ability to apply knowledge to specific inquiries and situations.
3. General knowledge of techniques and practices involved in the administration of specified program(s).
4. Working knowledge of bookkeeping procedures and techniques used in the maintaining budget expenditures and recording program revenues.
5. Ability to communicate effectively, both orally and in writing. Working knowledge of English grammar, spelling, and composition.
6. Ability to develop and manage office record systems and automated systems.
7. Excellent secretarial skills in typing (80 wpm), transcription, composition, and public relations.
8. Ability to work independently without direct supervision. Ability to complete assignments from general instructions or statement of end results.

Minimum Qualifications for Class Entry

1. Four years of secretarial experience with responsibilities for monitoring budgets and policy assistance.
2. Some positions require specific training or experience in the technical program in which the position is to be assigned in.
3. Graduation from a senior high school or equivalent; some college coursework in secretarial office management or related field is highly preferred.