



LOWELL JOINT SCHOOL DISTRICT

ASSISTANT TO SUPERINTENDENT'S OFFICE

Confidential Salary Schedule
Range F

JOB SUMMARY:

Under general direction, performs a variety of secretarial functions; assists in the District Superintendent's Office; and performs related duties as required.

ESSENTIAL FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Assists Superintendent's Executive Assistant in all duties related to the functions of the Superintendent's Office.
- Receives incoming telephone calls, acts as receptionist, and maintains appointment schedule for the Superintendent.
- Receives the mail for the Superintendent's review.
- Maintains filing system for the Superintendent's Office.
- Takes and transcribes meeting minutes and recordings.
- Composes and types letters, bulletins, memos, forms, and schedules.
- Operates computer, software, typewriter, and other office and video equipment.
- Proofreads for accuracy typed materials that are sent from the Superintendent's Office.
- May do arithmetical calculations and statistical analysis.
- Reviews and determines acceptability of materials or information submitted by outside sources prior to distribution to students and/or staff.
- Maintains substitute teacher records and secures day-to-day teacher substitutes.. Compiles and responds to survey information from various school districts, governmental agencies, etc.
- Handles public relations contacts and follows through on problems or inquiries by telephone, email, personal contact, or by correspondence.
- Interprets and responds to inquiries regarding District Policy.
- Makes reservations, travel arrangements, and expense vouchers for the Board of Trustees and the Superintendent.
- Performs duties of Superintendent's Executive Assistant in that individual's absence.
- Performs other duties as assigned.

Knowledge of:

- Modern office methods, procedures and techniques.
- Telephone and public relations techniques.
- Operation of a computer and assigned software.
- Correct English usage, grammar, spelling and punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Record-keeping techniques.
- Business correspondence, report preparation and composition techniques.

Ability to:

- Perform secretarial work involving independent judgment and requiring speed and accuracy.
- Compile data and prepare specialized and comprehensive reports.
- Operate a computer with efficiency to word process and for record-keeping.
- Make clear and confidential reports and keep records independently.
- Communicate effectively, both orally and in writing, displaying tact, patience and judgment.
- Type at a rate of 55 wpm.
- Establish and maintain cooperative and effective working relationships with others.
- Apply and explain policies, procedures, rules and regulations.
- Complete work with many interruptions, working independently with little direction.
- Meet schedules and timelines.

Education/Training/Experience:

Two years of increasingly responsible experience including secretarial or clerical experience; high school diploma or equivalent; ability to type 55 words per minute.

Licenses/Certificates/Special Requirements:

A valid California Driver's License and the ability to maintain insurability under the District's Vehicle Insurance Policy.

PHYSICAL STANDARDS AND WORKING CONDITIONS:

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

Physical Demands:

Physical demands of this position include sitting most of the time, but may involve walking or standing for brief periods; lifting, pulling or pushing objects generally not exceeding twenty pounds may also be required; repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary. Talk or hear, in person and by telephone.

Mental Demands:

Employee must be able to use written and oral communication skills; read and interpret data, information, and documents; interpret policies and procedures; use math and mathematical reasoning; work under deadlines with constant interruptions; and interact cooperatively with District staff, vendors, contractors, other organizations, and the general public.

Work Environment:

While performing the duties of this position, employees will work in an office setting where the noise level is usually quiet. Negative interactions with employees and vendors can result in stressful situations. May work without direct and/or constant supervision.

The information contained in the physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned.