

**FORT BRAGG UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION – ADMINISTRATIVE ASSISTANT**

DEFINITION

To perform a wide variety of highly responsible, sensitive and complex secretarial, administrative and publishing duties, the administrative assistant position is distinguished by the amount of independence exercised in carrying out tasks, by the higher level of responsibilities assigned, and by the performance of duties requiring a greater working knowledge and understanding of technical subject matter. Work is varied in nature and requires the incumbent to secure more information than is given with the assignment, involves the handling of highly confidential or controversial information, the regular use of high level tact and judgment and the selection and application of technical/legal concepts and procedures. Assignments will require the incumbent to coordinate work with certificated/administrative/supervisory personnel district-wide at all school levels, with county officials, and with community representatives.

SUPERVISION RECEIVED AND EXERCISED

Class Characteristics

Administrative Assistant I: This is the entry-level class in this series. This class is distinguished from Administrative Assistant II by the level of independence and direction received by the Superintendent.

Administrative Assistant II: This class is distinguished by the full range of duties assigned. Employees at this level only receive occasional instruction or assistance from the Superintendent as new or unusual situations arise. Positions within this class are normally filled by advancement.

EXAMPLES OF DUTIES:

- Provides autonomous administrative support to relieve the Superintendent of highly advanced and complex administrative duties not requiring the immediate attention of the Superintendent
- Transmits directives and decisions on behalf of the Superintendent to employees, departments, and various community leaders
- Performs, coordinates, directs, and monitors special projects, assignments, and activities as assigned
- Compiles and organizes information for preparation of special reports as requested by the Superintendent
- Serves as secretary for a variety of meetings as directed by the Superintendent; gathers background materials, prepares and distributes agendas and notices for meetings; composes minutes from notes; types, edits, duplicates and distributes minutes
- Interprets and applies District policies, rules and regulations in response to inquiries and refers inquiries as appropriate
- Screens incoming mail, calls and visitors to the Superintendent's Office

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- Coordinates and arranges for English to Spanish translations of various forms, letters and reports generated by the Superintendent's office
- Coordinates the Superintendent's meeting and travel arrangements; maintains the Superintendent's appointment schedules and calendars
- Responsible for the establishment and maintenance of highly confidential files and records for the Superintendent's office
- Performs a variety of duties, including typing, proof reading, filing, checking and recording information. Composes correspondence and memos independently, from oral dictation or written instruction
- Coordinates the preparation of District Office publications
- Performs other duties as assigned

QUALIFICATIONS

Knowledge of:

- Organization, procedures and operating details of public schools, including State and federal laws governing public education
- Record keeping principles and procedures
- Modern office methods and procedures including proper telephone/receptionist techniques and business report/correspondence writing
- Use of proper English grammar, spelling, vocabulary, and punctuation
- Mathematical skills to complete a variety of reports
- General clerical and record keeping principles
- Office machines, computers, computer peripherals and software programs, including Microsoft Excel and Word

Ability to:

- Deal effectively with a wide variety of personalities and situations accurately and adopt an effective course of action
- Take initiative and responsibility; fulfill responsibilities with tact and good judgment
- Type accurately from clear copy at a speed of 60 WPM
- Learn, interpret and apply laws, school district policies and procedures with good judgment while independently carrying out a variety of technical procedures
- Communicate clearly and concisely, both orally and in writing
- Maintain accurate financial and statistical records in assigned areas of responsibility
- Operate a variety of technology equipment types and office machines in the conduct of assigned duties and tasks

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- Accept and fulfill assigned responsibilities and duties in a timely and efficient manner
- Promote a positive professional image by action, communication, and appearance
- Maintain confidentiality in professional relationships

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge would be:

1. Four years of increasingly responsible secretarial and clerical experience involving frequent public contact, including two years of support provided a high level administrator.
- or
2. Completion of the twelfth grade with additional training in secretarial or related field

Special Requirements

- May be required to work hours in addition to regular office hours as necessary and assigned
- Possession of, or ability to obtain, a valid California driver's license
- Possession of, or ability to learn, sufficient knowledge of the Brown Act to be effective in performing assigned duties
- Twelve month employee
- Paid on Confidential & Classified Management salary schedule
- 260 day work calendar

PHYSICAL REQUIREMENTS

- Sitting or standing for long periods of time; lifting light objects; hearing and speaking to exchange information; seeing to read variety of financial and statistical records and reports; dexterity of hands and fingers to operate a computer keyboard

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Board Adopted: April 27, 1989
Rev. Board Approved: July 20, 2000
Rev. Board Approved: February 14, 2002