

AMADOR COUNTY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE ASSISTANT IV - Confidential

DEFINITION

Under direction, to perform complex and highly specialized secretarial and clerical work for a Senior Administrator; to coordinate communications, to act for the administrator in more routine matters and exercise informed judgment in dealing with sensitive situations and to provide advice or direction to others; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class are distinguished from the next lower class, Secretary, by the performance of duties requiring a greater working knowledge of the technical subject matter and functions of the office to which assigned. Work is usually varied in nature and requires the incumbent to secure more information than is given with the assignment and involves selection and application of technical or legal concepts and procedures to solution of a problem. The work is further distinguished from that of Secretary by delegation of more responsibility for performance of duties, by the greater complexity of work and by the requirement to take and transcribe dictation. Positions in this class are designated as confidential.

EXAMPLES OF DUTIES

- Performs a wide variety of advanced secretarial and clerical duties for a District Office administrator;
- Takes and transcribes dictation;
- Keyboards confidential material, letters, reports, bulletins, agendas, memoranda and other documents;
- Uses initiative in editing and formatting finished documents;
- Composes independently, or from oral instructions, letters requesting or giving information and letters and bulletins dealing with routine division activities;
- Receives, opens distributes and independently follows up on mail;
- Maintains confidential files and other files and records;
- Compiles and prepares reports;
- Greets visitors, interviews visitors and telephone callers;
- Establishes and maintains annual, monthly and daily calendars of activities of the division;
- Assembles, organizes and presents data required for supervisor to make decisions;
- Provides information on activities, policy, law, procedures, within and without the respective division;
- Establishes and operates extensive file systems with cross filing, including confidential files;
- Purges files per schedule and category;
- Takes and transcribes correspondence;
- Takes minutes and makes reports of meetings, conferences and telephone calls;
- Compiles Board agenda items;
- Performs research into such District records as budget, curriculum or related administrative items and makes contacts as necessary to obtain requested information;
- Contacts administrators and their secretaries to provide interpretation of instructions from the administrators or others;
- Screens documents submitted for approval by an administrator, or the Board, and returns or obtains corrections of inadequate items;

AMADOR COUNTY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE ASSISTANT IV - Confidential

- Approves more routine items on behalf of the administrator, or follows up to ensure deadlines are met;
- Takes and screens telephone calls;
- Schedules meetings and appointments;
- Designs administrative/clerical systems;
- Collects, organizes and assembles data and materials for the supervisor;
- Operates a typewriter, calculator, photocopier, computer terminal and other office equipment;
- Prepares and follows up on purchase orders;
- Compiles preliminary budget data and assists the supervisor in formulating budget requests;
- Maintains and reconciles records of budgetary expenditures;
- Arranges for facility and equipment repairs through District services and maintenance agreements;
- Prepares requests for travel and vehicle use;
- Maintains confidentiality of privileged information;
- Performs related work as required.

LICENSE REQUIRED

Possession of a valid and appropriate California Driver's License.

QUALIFICATIONS

Knowledge of:

Correct English usage, spelling, grammar and punctuation;
Modern office methods and practices, including letter and report writing, keyboarding, receptionist and business telephone techniques and filing systems;
Advanced manual and automated record keeping;
Business mathematics;
Basic financial and personnel record keeping practices;
Public relations techniques.

Ability to:

Perform complex secretarial and clerical work involving independent judgment and requiring thorough knowledge of divisional functions and Department policy;
Plan, organize and schedule work to meet established standards of quality and timeliness;
Interpret and apply complex policies, administrative regulations and departmental policy;
Devise or adopt office procedures to changing organization needs;
Meet the public tactfully and courteously in situations requiring diplomacy, friendliness and firmness;
Assume responsibility and use good judgment in recognizing the scope of delegated authority;
Maintain confidentiality of privileged or sensitive information;
Operate a computer terminal or microcomputer;

AMADOR COUNTY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE ASSISTANT IV - Confidential

Keep accurate records and files;
Make calculations and lay out data on tables and lists;
Evaluate and advise on procedures, personnel situations, time and staffing requirements;
Type at a net corrected speed of 50 words per minute;
Operate a vehicle observing legal and defensive driving practices;
Understand and carry out oral and written instructions;
Establish and maintain effective working relationships with those contacted in the course of work.

TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is advanced-level experience performing complex secretarial and clerical duties involving confidential or privileged information;

and

Completion of coursework in secretarial science or a closely related field;

or

Experience at or equivalent to the level of Secretary, High School Secretary or School Office Secretary II in the Amador county Unified School District, from which the incumbent has acquired the knowledge and abilities listed above.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Light Work:

Positions in this class perform work which is primarily sedentary.

Mobility:

Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Mobility of lower body is not required.

Vision:

Positions in this class require vision (which may be corrected) to read small print.

Other Conditions:

Incumbents of positions in this class may be required to use personal vehicle in the course

of employment;

Incumbents of positions in this class may be required to attend periodic evening meetings and/or to travel within County boundaries to attend meetings;

Incumbents may be required to work at a video display terminal for prolonged periods.

SALARY LEVEL

Range 28 of the ACUSD Confidential Salary Schedule.