

AMADOR COUNTY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE ASSISTANT I

DEFINITION

Under general supervision, to serve as secretary to the Principal of an elementary school; to relieve the Principal of clerical and routine administrative support work; to perform a wide variety of responsible clerical and secretarial work; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class serve as secretary to the Principal of an elementary school. Incumbents may be responsible for coordinating the work of office clerks, instructional assistants, students and volunteer workers. Incumbents are expected to work with a great deal of independence and initiative, performing difficult clerical and secretarial work. This class is distinguished from the lower class of School Office Secretary I by this class's level of responsibility and size of clerical operations. Incumbents in this class often act as resource person for incumbents in the class of School Office Secretary I who work at the ancillary school of an elementary school. Since the principal supervises operations at two schools (a major school and an ancillary school), incumbents are often called upon to make decisions in the absence of the principal.

EXAMPLES OF DUTIES

- Performs a variety of responsible secretarial and clerical duties for the Principal and staff;
- Handles routine administrative support work, as assigned;
- Acts as receptionist in school office;
- Acts as resource person for the clerical and secretarial functions in an ancillary school;
- Operates an intercom;
- Receives and transmits messages for school staff and students;
- Schedules appointments for Principal and staff;
- Provides information on subjects, such as bus schedules, school policies, procedures and activities, to teachers, students, parents and the public;
- Provides clerical assistance to volunteers, special teachers, consultants and other personnel who divide their time between several schools;
- Assigns and coordinates work of assigned school clerical assistants, student helpers and volunteer workers;
- Receives and receipts monies for student fees and purchases;
- Administers first aid, as needed;
- Notifies parents and is responsible for obtaining other assistance as needed for sick and injured students;
- Gathers and updates student health information;
- Maintains daily attendance records on regular certificated and classified personnel, including substitute employees;
- Arranges coverage of assigned duties of absent personnel;
- Issues student tardy slips;
- Checks student attendance registers monthly and prepares periodic attendance reports;

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- Types and word processes items, such as rosters, lists, bulletins, letters, evaluations, file cards, enrollment cards, student data enrollment forms, cum records, agendas, reports, hand-back forms, programs, requisitions, expense claims, schedules, work orders, accident forms and vandalism report forms;
- Proofreads material for accuracy;
- Composes routine correspondence and other written material;
- Receives, opens and routes mail;
- Distributes flyers, audiovisual equipment, films and other materials;
- Enrolls new students by checking residence, birth certificates, immunization and health records, typing necessary forms, setting up individual file folders and placing students in class, in accordance with school policy;
- Writes for records on incoming students;
- Prepares student withdrawal and transfers records;
- Sets up and maintains comprehensive files which include material of a confidential or privileged nature, such as cumulative records, evaluation and health information;
- Files a variety of correspondence and forms;
- Schedules room usage;
- Orients new substitute teachers to the school;
- Assists Principal in compiling budgetary data and maintaining financial records;
- Verifies billings;
- Requisitions and distributes office and instructional supplies and orders publications;
- Operates duplicating machines and collates and binds duplicated material;
- Supervises students for detention purposes;
- Arranges for maintenance and repair of school office machines;
- Issues and maintains control records of school keys;
- Attends periodic staff meetings;
- And performs related work as required.

QUALIFICATIONS

Knowledge of:

Advanced office methods and practices, filing systems, receptionist and telephone techniques, business forms, letter and report writing, proofreading, office equipment, sound record keeping procedures and word processing techniques;
English usage, spelling, grammar and punctuation;
Basic public relations techniques;
Basic mathematics;
Basic principles of supervision and training;
Basic principles and techniques of first aid;
Routine operation of computer terminals and microcomputers for record keeping.

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Ability to:

Plan, schedule and organize work;
Read and interpret specific rules, regulations, laws and policies and to apply them with good judgment in a variety of situations without immediate supervision;
Meet the public tactfully and courteously in situations requiring diplomacy, friendliness and firmness;
Understand the needs of children and project a liking for children;
Assume responsibility and use good judgment in recognizing the scope of delegated authority;
Maintain confidentiality of privileged or sensitive information;
Perform clerical work of above average difficulty and make arithmetical calculations;
Compile and maintain accurate and complete records and reports;
Maintain financial records;
Keyboard at a net corrected speed of 50 words per minute;
Proofread for accuracy of typing, spelling, grammar and punctuation;
Direct the work of others;
Work under pressure with frequent interruptions;
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 journey-level experience performing advanced clerical duties involving contact with elementary school students;

or

Experience at or equivalent to the level of School Office Secretary I 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.

SALARY LEVEL

Range 19 of the ACUSD Classified Salary Schedule.