

AMADOR COUNTY UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE ASSISTANT III

DEFINITION

Under general supervision, to act as secretary to a high school Principal; to do a wide variety of responsible clerical work; to assist the Principal by relieving him/her of routine administrative and clerical details; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class are distinguished from other secretarial and clerical classes by the relation of duties to the high school setting and the needs of the high school Principal. Positions in this class have considerable independence in carrying out work assignments and interacting with the public and students. Instructions given by the Principal generally do not provide all of the information needed to complete an assignment. Incumbents are expected to resolve most problems confronted through the application of judgment and precedent. Stenographic skill may be a condition of employment for some positions in this class. Use of stenography varies considerably from position to position. Positions in this class may be designated as “confidential” under the provisions of the EERA.

EXAMPLES OF DUTIES

- Performs a wide variety of secretarial and clerical duties for the Principal of a high school;
- Maintains Principal’s calendar;
- Makes travel arrangements for workshops and conferences;
- Compiles information for the Board agenda and other Board materials;
- Ensures that Board materials are properly submitted;
- May take and transcribe dictation;
- Types confidential material, letters, reports, bulletins, agendas, memoranda and other documents;
- Composes independently, or from oral instructions, letters requesting or giving information or letters dealing with routine school activities;
- Receives and routes mail;
- Maintains Principal’s confidential files and other files and records;
- Compiles and prepares reports;
- Greets visitors, interviews visitors and telephone callers and either answers questions concerning the school’s courses, activities, or programs, or refers persons to another source of information;
- Takes and screens calls and schedules appointments for the Principal;
- In the absence of the Principal, handles problem situations by selecting available alternatives, such as applying standard procedures, communicating precedents which are applicable, taking necessary information for decision by the Principal or making referrals to appropriate persons;
- Arranges meetings;
- Gives information and assistance to teachers regarding District policies, supplies, forms, schedules and events;
- Operates office equipment, such as typewriter, computer terminal, microcomputer, copy machine and adding machine;
- Reviews requisitions for accuracy;

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- Provides clerical assistance to parent organizations;
- Maintains District and school policy books;
- Prepares and submits time records and reports of teacher and classified employee absences;
- Issues, collects and maintains records of keys issued to campus and other authorized personnel;
- Prepares material and information for substitutes;
- Calls for and releases substitute teachers;
- Contacts campus personnel to serve as period substitutes;
- Maintains petty cash;
- Acts as resource person for medical and dental claims;
- Maintains Compensation time records;
- Orders caps and gowns for graduation;
- Acts as senior clerical coordinator for work which is school-wide or exceeds the staffing capacity of individual units;
- Attends meetings;
- Explains new or revised procedures to clerical staff;
- Coordinates major projects involving the Principal's office;
- Maintains and reconciles student club and activity ledgers;
- Posts student absences in the State register;
- Applies first aid to students;
- Makes locker assignments to students;
- Performs related work as required.

QUALIFICATIONS

Knowledge of:

High school office procedures and practices, including but not limited to, filing systems, advanced receptionist and telephone techniques, letter and report writing, and sound record keeping procedures;  
Correct English usage, spelling, grammar, punctuation and syntax;  
Computer terminal operating methods;  
Basic first aid;  
Basic mathematics;  
Basic practices of supervision;  
Common public relations courtesies, practices and techniques.

Ability to:

Communicate effectively, both orally and in writing, displaying tact, patience and judgment;  
Perform responsible secretarial work with accuracy and speed;  
Organize work to meet deadlines;  
Interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and apply them with good judgment in a variety of situations;  
Retain and recall information;  
Compile and maintain accurate records and files;  
Maintain confidentiality of privileged and sensitive information;

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Adjust to changes in workload, assignments, priorities and policies;  
Compose correspondence independently;  
Make mathematical calculations accurately;  
Type at a speed of 50 words per minute;  
Take and transcribe dictation (may be required);  
Operate a computer terminal;  
Perform basic first aid, as needed;  
Understand and carry out oral and written instructions;  
Establish and maintain effective working relationships with persons 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 working-level experience performing advanced secretarial or clerical work, preferably including dictation;

Or

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

Or

Experience at or equivalent to the level of Secretary 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 attend periodic evening meetings and/or travel within County boundaries to attend meetings.

SALARY LEVEL

Range 22 of the ACUSD Classified Salary Schedule.