



**APPROVED BY: THE CHIEF
ADMINISTRATIVE OFFICER**

EFFECTIVE: March 2005

ADMINISTRATIVE ASSISTANT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a wide variety of responsible and complex administrative, secretarial, and clerical duties in support of an assigned Division; to relieve higher level supervisory and management staff of administrative detail; and to provide information and assistance to the public regarding departmental policies and procedures.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned Unclassified Officer.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

1. Perform a wide variety of responsible, complex, and technical administrative, secretarial, and clerical duties in support of an assigned department; follow-up on special projects and assignments; keep informed of status of projects.
2. Type and proofread a wide variety of reports, letters, memoranda, and statistical charts; type from rough draft or verbal instruction; take and transcribe dictation; review materials for completeness, accuracy, format, and compliance with policies and procedures; initiate correspondence for appropriate signature.

3. Attend a variety of meetings; prepare and compile agenda packets; take and prepare minutes; disseminate information, as appropriate.
4. Research and compile a variety of informational and/or confidential materials from sources both inside and outside the assigned area; summarize information as directed.
5. Prepare, assemble, and distribute agendas and accompanying materials for assigned meetings; record, transcribe, and distribute minutes of meetings.
6. Organize and maintain various administrative, reference, and follow-up files; purge files as requested; prepare various documents for filming and indexing.
7. Screen office and telephone callers; respond to and resolve complaints and requests for information on regulations, procedures, systems, and precedents relating to assigned responsibilities.
8. Maintain a calendar of activities, meetings, and various events for the assigned department; schedule meetings according to established policies.
9. Operate a variety of office equipment including copiers, facsimile machine, and computer; input and retrieve data and text; organize and maintain disk storage and filing.
10. Establish and maintain department filing systems, records, and rosters.
11. Assist in the preparation of the budget; attend budget meetings; monitor expenditures.
12. May oversee the work of lower level clerical support staff as required.
13. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods, and equipment including computers and related software.

Principles and practices used in minute taking and preparation.

Principles and procedures of record keeping.

Principles of business letter writing and basic report preparation.

English usage, spelling, grammar, and punctuation.

Basic mathematical principles.

Ability to:

Perform responsible and difficult secretarial work involving the use of independent judgment and personal initiative.

Understand the operations of the District as necessary to assume assigned responsibilities.

Prepare a variety of reports and correspondence related to assigned area.

Operate office equipment including computers and supporting word processing and spreadsheet applications.

Accurately type or enter data at a speed necessary for successful job performance.

Accurately take and transcribe dictation at a speed necessary for successful job performance.

Prioritize work to meet established deadlines.

Maintain and update accurate records and files.

Respond to requests and inquiries from the general public.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

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

Experience

Three years of increasingly responsible secretarial or office administration experience.

Training

Equivalent to the completion of the twelfth grade supplemented by specialized training in administrative or secretarial work or a related field.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license may be required with determinations made on a case by case basis at the time of job posting.

WORKING CONDITIONS

Environmental Conditions

Office environment; exposure to computer screens.

Physical Conditions

Essential functions may require maintaining physical condition necessary for sitting, walking, or standing for prolonged periods of time; extensive use of computer keyboard or typewriter; visual acuity for proofreading documents and correspondence.