



January 2019
Class Code: A-36
FLSA: Non-Exempt

ADMINISTRATIVE ASSISTANT

DEFINITION

Under general supervision, performs a variety of routine to moderately complex general clerical duties to support the Finance and Human Resources division. Organizes, coordinates, and conducts records scanning and quality control of District documents; scans a variety of District documents and vital records into imaging system.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management and supervisory staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Responsibilities may include office administrative work for the department performing multiple secretarial duties to ensure the efficient service provision of the assigned department. Responsibilities require the frequent use of confidentiality, tact, discretion, and independent judgment as well as a knowledge of departmental and District activities. The work may have technical and programmatic aspects, requiring the interpretation and application of policies, procedures and regulations and may involve contact with the public, as well as performing various research and budgetary functions.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel and Salary Resolution and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a variety of administrative, secretarial, and clerical work of a general or specialized nature in support of the Administrative Services and Executive department.
 - Prepares a variety of documents in draft and final form from written or oral instructions, including basic letters, forms, charts, and summary reports; reviews and proofreads a variety of written documents and records for completeness, accuracy, and correct grammar, spelling, and punctuation, including correspondence, timesheets, invoices, requisitions
 - Maintains accurate and up-to-date office files, records, and logs for assigned areas.

- Compiles, prepares, and enters data into a computer from various sources including accounting, statistical, and related documents; creates and maintains computer-based tracking information and reports including assigned databases, records, and lists; creates standard statistical spreadsheets; inputs corrections and updates; verifies data for accuracy and completeness.
- Participates with special projects as assigned; assists in planning, coordinating and implementing assigned programs and events; assists in monitoring assigned programs.
- Utilizes various computer applications and software packages; maintains and generates reports from a database or network system.
- Performs a variety of imaging activities for official District documents; organizes and scans official documents and vital records into the Electronic Imaging System for archiving; conduct quality control inspection of scanned documents and imaging index fields to identify mis-scans and documents that are not fully legible.
- Assists in recruiting process, including preparing interview materials.
- Prepares on boarding packages for new hire orientation.
- Assists in developing and implementing policies and procedures, recordkeeping practices and preparing and updating forms and manuals.

QUALIFICATIONS

Knowledge of:

- Modern office procedures, methods, computer equipment, and software.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Principles and procedures of record keeping and reporting.
- Electronic document management applications.
- Applicable federal, state, and local laws of disclosure, including Public Records Act.
- Principles and practices of file indexing and file systems.

Ability to:

- Proficiently operate a computer terminal using Word, Excel, Access, Power Point, Outlook, Publisher, and other related computer software.
- Prepare clear, concise, grammatically correct reports, memos, and correspondence on a wide range of subjects.
- Work independently within established departmental procedures, exercise discretion and sound judgment, and maintain the confidentiality of information.
- Communicate effectively, both orally and in writing.
- Plan effectively, prioritize assignments, and meet deadlines.
- Perform basic mathematical calculations.
- Exercise tact and diplomacy in explaining and obtaining compliance with department administrative procedures.
- Establish and maintain effective professional working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to completion of the twelfth (12th) grade, and two (2) years of office administrative or secretarial experience.

Licenses and Certifications:

➤ None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.