

Position: Administrative Assistant III

Salary Range: 26

Summary

Performs complex secretarial duties generally assigned to the offices of site administrators or district programs. Work activities include but are not limited to student and staff support, independent research, assistance in budget monitoring, detailed record-keeping, transcription of documents in established formats, and maintenance of document filing and retrieval systems.

Distinguishing Characteristics

The Secretary III has the ability to work independently in a high volume office environment; ability to organize, coordinate, and carry out clerical duties; proficiency with student information system related to secondary master scheduling and student records; proficiency in word processing, spreadsheet, database, and publishing programs. This position organizes daily and extended tasks and projects.

Essential Duties and Responsibilities

- Performs complex technical and statistical duties for a department. May coordinate the flow of information between groups/departments/divisions. Work activities include but are not limited to independent research, assistance in budget monitoring, and record keeping.
- Receives and routes walk-in guests and telephone inquiries for a variety of individuals which may include students. Provides information and resolves matters as appropriate, or searches for requested information. Within the scope of authority, explains general program policies and procedures.
- Maintains various databases relevant to area of assignment and generates required reports. May prepare and maintain student permanent records or databases. May set up simple databases to facilitate data gathering and statistics. Enters information according to established procedures.
- May maintain and store academic records including grades, attendance, standardized tests and graduation lists. May enroll and disenroll students and ensure completion of required documentation. May facilitate requests for information from other institutions, employers, students or authorized agencies.
- Maintains records and files, including budget information. May assist in the budget development process by gathering and compiling required information.
- Creates from rough drafts or verbal instructions, letters, memoranda, recurring reports, and statistical data, using appropriate software. Independently composes routine correspondence and forms as necessary. May take and transcribe dictation.
- Reviews a variety of forms and materials for completeness and conformance with established regulations and procedures. Ensures accuracy of data. Prepares and distributes technical reports.
- Receives, prepares, handles and stores confidential information pertaining to the District or assigned department.
- May train and provide work directions to student assistants as assigned.
- Communicates with students, staff, parents and the public using tact, diplomacy and courtesy in sometimes confrontational or stressful situations.
- Performs other duties as assigned that support the overall objective of the position.
- Requires the ability to comprehend and follow district safety plans, procedures, and policies and all other district standards and procedures.

Qualifications

▪ Knowledge and Skills

Requires a thorough knowledge of office practices, procedures and equipment, including filing systems, telephone techniques, and letter and report writing. Requires a working knowledge of those activities associated with accounting, budget and payroll transaction processing, and statistical record keeping. Requires thorough knowledge of proper English usage, grammar, spelling, punctuation, proofreading/editing, and mathematics skills. Must be skilled in using and troubleshooting various standard office machines, including personal computers with word processing, custom databases, desktop publishing, presentation graphics and spreadsheet applications. Must have good communication skills to project a positive image and convey detailed information to customers.

▪ Abilities

Requires the ability to work independently and with others. Must be able to perform office and secretarial work with speed, thoroughness and accuracy. Must be able to learn, interpret, confidentially explain and apply knowledge of District and department organization, operations, programs, functions and special department terminology. Must be able to maintain the confidentiality of records and information. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Must be able to adapt and learn new procedures and programs as implemented by the District. Must be familiar with Health and Safety regulations. Requires the ability to communicate with peers and other District staff or public in a manner reflecting positively on the department and District.

▪ Physical Abilities

Requires sufficient arm, hand and finger dexterity to operate keyboard, typewriter and other office equipment for extended periods of time. Requires visual acuity to read words and numbers. Must be able to speak and hear to communicate in person or over the phone. Requires sufficient movement to retrieve work materials.

▪ Education and Experience

High School diploma or equivalent required. Minimum of 2 years of progressively responsible secretarial and clerical experience, preferably in a school setting. College credit may be substituted for some experience to a maximum of 50% of requirement for position.

▪ Licenses and Certificates

Depending upon assignment, a valid California driver's license and/or first aid training may be required.