

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: ADMINISTRATIVE ASSISTANT III

SALARY: RANGE 41 – CLASSIFIED SALARY SCHEDULE

BASIC FUNCTION:

Under the direction of an assigned administrator, perform a variety of advanced clerical and secretarial duties to relieve the administrator of clerical detail.

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant III provides primary support to an assigned administrator and is responsible for a variety of advanced clerical and secretarial duties.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of advanced clerical and secretarial duties to relieve the assigned administrator of clerical detail; plan, coordinate, and organize office activities and coordinate flow of communications and information for the administrator; ensure smooth and efficient office operations; ensure related functions comply with established laws, rules, regulations, policies and procedures.

Perform a variety of advanced clerical accounting duties as assigned; monitor funds for income and expenditures; ensure expenditures to do not exceed established budget limitations; calculate, prepare, and revise accounting and budgetary data; balance and reconcile assigned accounts and budgets; assist with budget development and preparation; maintain financial and statistical records and files.

Serve as primary secretary to the assigned administrator; perform public relations and communication services for the administrator; receive, screen, and route telephone calls; take, retrieve, and relay messages as needed; schedule and arrange appointments, conferences and other events.

Train and provide work direction and guidance to designated clerical personnel as assigned; provide input concerning employee interviews and evaluations as requested.

Collect various monies and fees for assigned office or programs as required; prepare deposits as directed.

Perform special projects and prepare various forms and reports on behalf of the assigned administrator; attend to administrative details on special matters as assigned.

Maintain appointment and activity schedules and calendars; coordinate travel arrangements and hotel reservations as necessary; process reimbursement claims; reserve facilities and equipment for meetings and other events as needed; arrange for substitute personnel as required.

Receive visitors, including administrators, staff, parents, and the public; provide information or direct to appropriate personnel; exercise independent judgment in resolving a variety of issues; refer difficult issues to the administrator as needed; respond to inquiries and provide technical information and assistance related to office or program operations, activities, laws, rules, regulations, policies and procedures.

Compile information to prepare and maintain a variety of records, logs, and reports related to programs, financial activity, budgets, staff, and assigned duties; establish and maintain filing systems; review, revise, verify, and proofread a variety of documents; renew permits, certificates, contracts, and licenses as required; prepare and process mileage reimbursements, travel, and conference claims, timesheets, professional expert agreements, personnel action forms, applications, cash collection vouchers, pay vouchers, and lease agreements as assigned.

Input a variety of data into an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets, manipulate data, and generate various computerized lists and reports as requested; ensure accuracy of input and output data; maintain and update an assigned website as assigned; upload relevant content in accordance with established guidelines.

Compose, independently or from oral instructions, note or rough draft, a variety of materials such as inter-office communications, forms, letters, memoranda, bulletins, agenda items, labels, fliers, requisitions, handbooks, newsletters, brochures, certificates, and other materials; format materials to meet program and office needs.

Research, compile and verify a variety of data and information; compute statistical information for various federal, State and local reports as necessary; identify and resolve a variety of financial and statistical discrepancies; ensure mandated reports are completed and submitted to appropriate agency according to established time lines.

Distribute, collect, process and evaluate a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed; assist with the preparation, processing and maintenance of grant information, records and related materials as assigned.

Coordinate, schedule and attend a variety of meetings and special events; prepare and send out notices of meetings; compile and prepare agenda items and other required information for meetings, workshops, and other events; set up equipment and supplies for meetings and other events as needed; take, transcribe and distribute minutes as directed.

Monitor inventory levels of office and designated supplies; order, receive, and maintain appropriate levels of inventory as required; prepare, process, and code purchase orders and invoices as assigned; arrange for billings and payments as directed.

Receive, open, sort, screen, and distribute incoming mail; compose replies independently or from oral direction; prepare and distribute informational packets and bulk mailings as directed.

Communicate with personnel and various outside agencies to exchange information, request and provide materials, coordinate activities, and resolve issues or concerns.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- ▶ Department or program organization, operations, policies and objectives.
- ▶ Methods, procedures, and terminology used in clerical accounting work.
- ▶ Methods of collecting and organizing data and information.
- ▶ Business letter and report writing, editing, and proofreading.
- ▶ Data control procedures and data entry operations.
- ▶ Modern office practices, procedures and equipment.
- ▶ General terminology, practices and procedures of assigned office.
- ▶ Record-keeping and filing techniques.
- ▶ Interpersonal skills using tact, patience and courtesy.
- ▶ Oral and written communication skills.
- ▶ Telephone techniques and etiquette.
- ▶ Correct English usage, grammar, spelling, punctuation and vocabulary.
- ▶ Principles and practices of data processing.
- ▶ Operation of a computer and assigned software.
- ▶ Mathematic calculations.

ABILITY TO:

- ▶ Perform a variety of advanced clerical and secretarial duties to relieve the assigned administrator of clerical detail.
- ▶ Plan, coordinate, and organize office activities and coordinate flow of communications and information for the assigned administrator.
- ▶ Ensure smooth and efficient office operations.
- ▶ Compose correspondence and written materials independently or from oral instructions.
- ▶ Compile and verify data and prepare reports.
- ▶ Assemble, organize, and prepare data for records and reports.
- ▶ Complete work with many interruptions.
- ▶ Answer telephones and greet the public courteously.
- ▶ Type or input data at an acceptable rate of speed.
- ▶ Make arithmetic calculations quickly and accurately.
- ▶ Communicate effectively both orally and in writing.
- ▶ Understand and follow oral and written instructions.
- ▶ Establish and maintain effective working and cooperative relationships with others.
- ▶ Prepare and maintain a variety of reports, records, and files.
- ▶ Operate standard office equipment including a computer and assigned software.
- ▶ Meet established schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science or related field and five years of increasingly responsible secretarial or administrative assistant experience involving frequent public contact.

OTHER REQUIREMENTS:

- ▶ Department of Justice fingerprint clearance.
- ▶ TB clearance.

WORKING CONDITIONS:

ENVIRONMENT:

- ▶ Office environment.
- ▶ Constant interruptions.

PHYSICAL DEMANDS:

- ▶ Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- ▶ Seeing to read, prepare and ensure the accuracy of a variety of materials.
- ▶ Hearing and speaking to exchange information in person or on the telephone.
- ▶ Sitting or standing for extended periods of time.
- ▶ Bending, crouching, kneeling and stooping to reach materials.
- ▶ Reaching overhead and horizontally to retrieve and store files and supplies.